

## Job Description

<b>Post Title:</b>	<b>Caretaker</b>
<b>Location:</b>	<b>Arnold Hill Spencer Academy</b>
<b>Salary/Pay Range:</b>	<b>NJC05–NJC07, £21,574–£22,368 <i>depending on experience and qualifications</i></b>
<b>Hours of work:</b>	<b>Full Time, Permanent, 52 weeks</b>
<b>Reporting to:</b>	<b>Facilities Manager/Site Manager</b>

### Purpose of Role

A wide range of duties and responsibilities connected with the fabric and grounds of the academy.

### Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

### Main Duties and Responsibilities

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

#### Security and Associated Duties:

- Carrying out security procedures for school buildings and grounds.
- Opening and closing of school premises, including gates, doors, windows, fire exits etc., out of school hours functions, maintenance and emergency services when required.
- Regularly checking the correct operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaising as necessary with the emergency services, including calling out of emergency services as required.

#### Sickness/Annual Leave Cover:

- Liaise with the Site Manager / Facilities Manager to ensure emergency and planned cover in the event of sickness or other absences including annual leave.

#### Deliveries:

- Take delivery of parcels, deliveries, stores materials and other goods.

#### Furniture Moving:

- Move such items of school furniture as required, with due regard to current Health & Safety and Lifting & Handling regulations.

**Porterage:**

- To prepare for school events, to set out and put away furniture for meetings, assemblies, dinner time, examinations, lettings etc.
- To receive, record and distribute deliveries in a timely manner.
- To assist with the movement of furniture, stock and equipment around the premises.
- To ensure that caretakers storage areas are kept clean and tidy.
- To drive school vehicles for the purpose of collecting materials and taking vehicles for servicing.

**Emergencies (such as):**

- Clean sickness and spillages as required.
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.

**Cleaning:**

- Working with cleaning staff, ensuring all areas are cleaned to required specification.

**Internal Maintenance:**

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required.
- Replace lamps and domestic fuses as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Order and take delivery of materials to deal with repairs mentioned above.
- Carry out minor repairs to school equipment.
- Carry out minor works in order to improve the site.

**External Maintenance:**

- Maintain cleanliness and general tidiness of all external hard areas.
- Empty litter bins on a daily basis and litter pick.
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Inspect outside fabric of school, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.
- Undertake designated gardening duties.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Pruning and clearance to ensure unrestricted access and use of premises includes perimeter fencing.
- Some gardening duties, mowing area at the front of the school, & weeding to keep area tidy.
- Carry out internal/external window cleaning where required.

**Lettings:**

- Customer Services, meeting and greeting letting users.
- Open and Closing Academy facilities during community lettings (if covering shifts).
- Maintain the security of the building when letting are taken place.

- Regarding lettings, help the Site Manager or Facilities Manager with any admin job that might need to happen.

**Shift and weekend working:**

- Availability and willingness to attend to the requirements of hirers of the premises for the purpose of evening and weekend lettings.
- Weekend work is expected if cover is required, fair notice will be given.
- Ability and willingness to attend intruder and fire alarm callouts.
- Flexibility is required to accommodate the changes required of the school.

**General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

**Person Specification**

	Essential	Desirable
--	-----------	-----------

<b>Qualifications and experience</b>		
<p>Competent at basic building repairs and maintenance and rounds maintenance.          Use of small industrial/electrical/mechanical equipment.          Experience of commercial cleaning operations.          Competent on computers.          Microsoft Office software and the use of the Trusts online ticket helpdesk (training provided) are used daily.          Knowledge on how to upload images via e-mail or scanning is desirable.</p>	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
<b>Knowledge and skills</b>		
<p>Willing to undergo training as required; able to understand and apply regulations (such as health &amp; safety, manual handling regulations etc.).          Able to operate electrical/mechanical systems.          Able to effectively organise and supervise the work of others (such as cleaners and contractors).          Reading, writing and numeracy skills sufficient to check time sheets, delivery notes, etc.          Able to regularly handle/carry heavy items.</p>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	
<b>Personal qualities</b>		
<p>Excellent interpersonal skills with the ability to maintain strict confidentiality          Initiative and ability to prioritise own work and that of others to meet deadlines          Efficient and meticulous in organisation          Able to follow direction and work in collaboration with the leadership team          Able to work flexibly, adopt a hands-on approach and respond to unplanned situations          Ability to evaluate own development needs and those of others and to address them          Commitment to the highest standards of child protection and safeguarding          Recognition of the importance of personal responsibility for health and safety          Commitment to the Trust's ethos, aims and whole community.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	