



Job Description

<u>Post:</u>	Caretaker
<u>Grade:</u>	NJC 3-4 (18,562 - £18,933 pa) plus shift allowance (£1,639.92 pa) (pay award pending)
<u>Contract:</u>	37 hours per week, full time all year
<u>Responsible to:</u>	Site Manager

Purpose of the Post

To be responsible for the day-to-day operational management, safety, general maintenance, cleanliness and security of the academy site and ensuring that it is safe for all users.

Specific Responsibilities:

1. The post holder must carry out the duties with full regard to the School's Health and Safety and Safeguarding Policies.
2. To be the key holder and will be responsible for the security of the premises including the operation of fire and burglar alarms.
3. To be responsible for the unlocking and locking of the building at the relevant times as instructed.
4. To report any damage defects to the appropriate person, using the appropriate system and, if required, ensure the contractors carrying out the repairs are advised of the location.
5. To undertake minor repairs and refurbishment works (painting, building furniture etc.) as required.
N.B repairs must only be carried out provided that Caretakers are competent to do them, have been trained, have the proper tools and protective equipment and fully comply with Health and Safety standards.
6. To ensure that all caretaking and cleaning equipment is kept in a clean condition and any defects are notified to the Site Manager.
7. To ensure safe and adequate storage of cleaning and other equipment.
8. To carry out any cleaning duties internally or externally as required by the Site Manager or Academy Business Manager.
9. To check the heating and other energy systems and ensure that they are operated in accordance with the manufacturer's instructions, and that all defects are recorded and reported; also to ensure and maintain adequate ventilation at the school.
10. To carry out any portage duties of whatever reasonable nature ensuring compliance with Manual Handling Regulations.

11. To carry out internal window cleaning and external window cleaning at ground floor levels as required.
12. To ensure that the playgrounds/fields are kept clean and free of hazardous material e.g. glass, hypodermic syringes etc. To ensure that pedestrian areas within school grounds are clear of snow and ice to protect children, staff and visitors.
13. To clean and maintain all gullies, traps, inspection chambers and waste pipes.
14. To undertake litter picks of the site as required by the Site Manager
15. To act as a 'substitute' for the Community Use Officer when required in the event of absence – ensuring that hirers are able to access and exit the site as required.
16. Carry out all duties with due regard to confidentiality and data protection regulations.
17. To undertake such additional duties as are reasonably commensurate with the level of this post.

Additional Duties

- To be willing to be trained as, and to be one of the school's many, First Aid Officers
- Any other duties deemed reasonable, as directed by the Chief Operating Officer.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

Generic responsibilities:

- To work consistently to uphold school's aims and standards.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students;
e.g. 1 professional, and appropriate, appearance at all times including when out of school, e.g. trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check and satisfactory references.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed: _____

Date: _____

Signed: _____

Date: _____



SCHOOLS IN PARTNERSHIP
STEPHENSON
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