

Job Description

Post title: Caretaker

Contract: Permanent, All Year Round

Pay range: Band 4, SCP 3 - 4

Line manager: Site Manager/Headteacher

Location: Bowling Park Primary School

Hours of Work: 20 per week

Purpose of the Role:

Under the instruction/guidance of the Site Manager; provide compliance, maintenance & security services on school sites & premises. Responsible for assisting the Site Manager with the day-to-day control of the cleanliness, heating, lighting and security of all the school buildings under his control. Responsible together with the Site Manager for maintaining a safe environment for children, staff and other users of school premises. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Key responsibilities:

EFFORT DEMANDS:

- Will work under own initiative with minimum supervision, managing conflicting priorities and referring only complex issues to a member of the senior leadership team.
- Will be part of a team responsible for the development and operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for work or repairs required to be carried out to maintain safe and satisfactory conditions (including fire safety and electrical equipment).
- Will be part of a team required to undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods.

RESPONSIBILITIES:

- Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Will attend relevant meetings as required.
- Will participate in training and other learning activities and performance development as required.

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- To inspect the site daily, liaising with the Site Manager in order to identify any requirement for repair across the site and to follow up repairs identified by other staff.
- To undertake or arrange repairs/maintenance as instructed by the Site Manager.
- To obtain estimates for proposed works in accordance with Academy policies.
- To ensure that the buildings are suitably heated at relevant times.
- Will promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety policies and legislation) at all times.
- Will be responsible for the maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Site Manager.
- Will liaise with third party contractors and ensure that contractors on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the Site Manager and/or relevant contractor.
- Will appreciate and support the role of other professionals.
- Will present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.
- Will contribute to the overall ethos/work/aims of the school and the Trust.
- Any other duties as specified by the Academy or Trust and commensurate with the role.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Regular outdoor work and exposure to the elements/weather.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The jobholder may occasionally be subjected to antisocial behaviour from members of the public/students/parents/site users.
- Will be required to cover rotating shifts including earlies, days and lates covering the hours of 6.00am to 6.30pm. May be required to cover for colleagues who are on differing shift patterns at short notice i.e. due to staff absence.
- May be required to be a key-holder for emergency call-outs.
- Evening/weekend duties for lettings may be a feature of the job (further information is available from the Site Manager).
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

WORKING IN PARTNERSHIPS WITH PARENTS/CARERS AND EXTERNAL AGENCIES:

- Establish constructive relationships and communication with contractors and other agencies/professionals, ensuring that contracts on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the relevant Site Manager/contractor.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.

MAINTAINING PROFESSIONAL COMPETENCIES:

- Ensure the highest standards of professional conduct and confidentiality at all times.



- Participate in training and other learning activities and performance development as required.
- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.

SAFEGUARDING AND COMPLIANCE:

- Have an in-depth knowledge of and ensure compliance with policies and procedures relating to child protection, health, safety and security and confidentiality at all times, reporting all concerns to an appropriate person.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.

OTHER CONSIDERATIONS:

- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

INTERMEDIATE THRESHOLD FLUENCY DUTY REQUIRED:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS <ul style="list-style-type: none"> • Will possess good literacy and numeracy skills (GCSE or equivalent Maths and English grade C or above). • Certification in facilities management or a related field 	E D	Application form and Interview
EXPERIENCE <ul style="list-style-type: none"> • Will possess handyperson/relevant experience • Will possess caretaking/site-keeping experience in a school or similar environment • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level • Experience of the ability to relate well to children and adults. • Experience driving minibuses and company vehicles 	E D E E D	Application form and Interview
KNOWLEDGE/SKILLS/ABILITIES (Core competencies) <ul style="list-style-type: none"> • Will possess good working knowledge of building repair and maintenance procedures, including but not limited to plumbing, electrical and decorating • Ability to perform physical tasks, including lifting and moving heavy objects. • Will possess good working knowledge of health, hygiene and safety procedures, precautions and regulations, for example Legionella, COSHH, Manual handling etc. • Will possess the ability to work as part of a team. • Willingness to use relevant equipment. • Knowledge of cleaning procedures required to meet specified cleaning standards. • Knowledge of the use of ICT and other specialist equipment/resources with willingness to participate in development and training opportunities. 	E E E E E E D	Application form and Interview
PERSONAL QUALITIES <ul style="list-style-type: none"> • Excellent communication skills • Ability to work well within a team • A strong work ethic 	E E E	Application form and Interview

The post holder must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

