



Job Description

Job Title:	Caretaker
Responsible to:	Trust Business Manager
Location:	The Rydal Academy
Salary:	Band 4 (point 6)

Aims of the post:

To support the overall maintenance and security of the school buildings by carrying out general caretaking duties and to respond to requests from line manager and staff with regard to repairs and maintenance, redecoration and other general duties.

Main Responsibilities

Carry out minor maintenance repairs and handyperson duties in school building(s) and to school equipment as instructed, for example; changing fuses, minor boiler repairs (in line with training provided), removal of graffiti both inside and outside of building(s), replacing missing screws, oiling doors, replacing door handles, maintenance and replacement of light bulbs, repairing and preparing paintwork, boarding broken windows, unblocking drains, guttering, grates and school toilets, replacement of broken locks/bolts, removal of rubbish and debris excluding contractor debris, repairing school furniture as required, erection of shelving, notice/display boards, hanging of pictures (please note that this list are examples only and is not exhaustive).

1. Carry out cleaning duties as required during the operational hours of the day including checking to ensure school grounds are clear of litter and other harmful materials (hypodermic needles, glass, toxic chemical bottles, dog foul).
2. Conduct and record regular testing of alarms in school building(s) including fire alarms and security alarms.
3. Undertake visual checks of all fire-fighting equipment and ensure it is replaced if activated. Ensure that unrestricted access is available to this equipment and to all fire exits.

4. Contribute to the development and implementation of holiday work plans, including directing staff.
5. Take responsibility for arranging the maintenance and servicing of the minibuses and undertaking visual checks and cleaning.

Continued/...

Page two

6. Monitor and manage contracts with external providers, e.g., waste disposal, Legionella water testing etc.
7. Maintain daily, weekly and monthly checklists and inspection programmes.
8. Maintenance of outside areas of the school grounds including ensuring that all areas are clear of tripping and falling hazards and where evident offending items are removed or protected in line with health and safety standards. This may include the trimming of overhanging branches/trees that may cause potential problems for pupils, parents and staff; replacement of outside lighting and replacement of cracked paving stones.
9. Ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather.
10. Advise contractors on site of school health and safety procedures when carrying out work and ensure they are appropriately supervised when on site.
11. Undertake maintenance of the boiler house as required including the reporting of major repairs to contractors/service providers as appropriate.
12. Ensure that buildings are heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods.
13. Checking, safekeeping and ordering (where appropriate) of school supplies relating to building cleaning, maintenance and security items.
14. Service of any letting organised by the school, including the setting out of any equipment and/or furniture as required by clients.
15. Responsibility for the security of the school building(s) and their contents including opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.
16. Be a nominated key-holder for the school and to attend school when called out by the Contracted Security Company.
17. Portage of supplies and deliveries made to the school and the movement of large items around the school as directed by other school staff. Including, when necessary co-ordination and control of on-site car parking for goods vehicle deliveries.
18. Work with and in co-operation with cleaning staff/contractors during school

holidays to undertake 'deep' cleaning of school, for example varnishing/painting floors, cleaning windows.

19. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
20. The post holder must carry out his/her duties with full regard to the Trust's Equality Policy in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

Continued/...

Page three

21. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
22. Any duties of a similar nature related to the post, which may be required from time to time.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties detailed above should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE AND BARRING SERVICE CRIMINAL RECORDS CHECK, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE MAY BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

Swift Academies Trust are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.



Person Specification

Caretaker

Key

- A - Application Form including personal statement
- S - Selection process including interview
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Checks
- M - Pre-employment medical screening

	Qualifications	Essential/ desirable	Stage identified
1.	To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline	E	A, S, C
	Experience and knowledge	Essential/ desirable	Stage identified

2.	At least 1 year's practical experience in building maintenance, heating, ventilating, electrical or similar work	E	A, S, R
3.	Experience in the application of Health and Safety Legislation	E	A, S, R
4.	Experience of cleaning in a contract/industrial setting/environment	E	A, S, R
5.	Experience of caretaking within a school setting and knowledge of school policies	D	A, S, R
6.	Experience of serving lettings	D	A, S, R
7.	Manual Handling experience and training	D	A, S, R
8.	Ladder Safety training and experience	D	A, S, R
	Skills		
9.	Ability to respond to changing priorities	E	A, S, R
10.	Ability to work on own and prioritise own workload	E	A, S, R
11.	Ability to communicate effectively both verbally and in writing to other school staff	E	A, S, R
12.	Ability to work as part of a team	E	A, S, R
13.	Ability to comply with Trust Policies	E	A, S
	Special requirements		
14.	Flexible approach to working arrangements in line with the requirements and duties of the post	E	A, S, R
15.	Willingness to undertake training to advance experience and knowledge, and to ensure that up to date procedures and legislation are followed	E	A, S, R
16.	Capacity for independent travel in line with the duties and requirement of the post	E	A, S, R
17.	Ability to meet the physical demands of the post	E	A, S, M
18.	Ability to form and maintain appropriate relationships and personal boundaries with children	E	A, S, R, D
19.	Suitability to work with children	E	A, S, R, D
20.	Smart personal appearance and ability to comply with uniform requirements of the post	E	S, R

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.