

Job title	<b>Caretaker</b>
Job type	Permanent
Job hours	36hpw x 52.14wpy (6.00am – 2.00pm – Monday – Friday)
Pay grade/scale	NJC 4, points 7 – 10 (£27,855 - £29,139) Pay Award Pending
Location	Newbridge Academy – Lower (Gresham Drive)
Responsible to	Academy Principal via Estates & Facilities Manager (E&FM)

### **Job purpose**

To maintain a clean, safe and secure school premises thereby ensuring a clean, safe and secure working environment for all.

### **Duties and responsibilities**

#### **Security**

- Lock/unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Monitor CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
- Undertake lettings and carry out associated clerical tasks where necessary.
- Provide emergency access to the school site.

#### **Maintenance**

- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds with the Academy Principal to assess for minor work or repairs required to be carried-out to maintain safe and satisfactory conditions.
- Undertake regular site inspections and identify and record repair and maintenance requirements.
- Identify defects and record repair and maintenance requirements.
- Undertake appropriate repairs e.g. Redecorating and fixing.
- Undertake minor/simple repairs e.g. Minor plumbing, changing light bulbs unblocking drains.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Principal
- To organise and carry out minor improvement work e.g. Erecting shelves, notice boards, bookshelves etc. As agreed with the Principal.
- To organise and carry out general maintenance of grounds.
- To oversee and monitor the operation and maintenance of heating plant and lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Collect and assemble waste for removal and monitor clinical waste disposal.
- Undertake emergency & specialist cleaning tasks.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Provide emergency access to the school site.
- Coordinate deliveries to the school site.
- Monitor performance of contracts and record performance against specified standards.
- Liaise with contractors & undertake client role in connection with premises-related contracts.
- Co-ordinate work of cleaning staff.

- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Where lettings require, provide cleaning and maintenance of the hydro pool, its associated facilities and any other specialist equipment used for lettings.

Pool Plant Operators Certificate and other necessary training associated with pool safety will be given and must be maintained for the duration of the post.

### **Resources**

- To advise the Estates & Facilities Manager on matters relating to energy control and conservation.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- To assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- To be a driver of the minibus (training will be provided) and contribute to the upkeep of the minibuses.

### **Organisation and supervisory**

- To be a trained First Aider – training will be organised.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide specialist advice and guidance as required.
- Porter duties e.g. Delivering mail, moving furniture and equipment.
- Assisting in management, administration and operation of the lettings system.
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required.
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by senior staff.
- Liaison with the school meals service contractors about their use of the site and service provision, where appropriate.
- Liaise with line manager & attend meetings as required.
- Be flexible to accommodate letting provisions.
- To support out-of-school hours lettings where necessary across the trust.
- The post holder will be required to cover site caretakers when on leave, this may require working a split shift.

### **Responsibilities of all staff**

- All employees are expected to comply with the Code of Conduct for Employees, School policies, their conditions of service, and appropriate legislation.
- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school and trust is treated with confidentiality and kept secure and in line with Data Protection guidance

including General Data Protection Regulations.

- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote and ensure own health and safety, as well as that of colleagues, pupils and the public (in accordance with appropriate health and safety legislation) at all times. All employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards in the appropriate way.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

### **Other Requirements**

- You must have an up-to-date Enhanced DBS Disclosure which the trust will apply for, on your behalf, if you are appointed to the role.
- Present a positive, professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- The trust is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment

**Person specification**

Criteria	Qualities
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Caretaking/site-keeping experience in a school or similar environment (essential)</li> <li>• Handyman experience (essential)</li> <li>• Good numeracy/literacy skills (essential)</li> <li>• NVQ 2 <b>OR</b> equivalent qualification (desirable)</li> <li>• Pool Plant Operators Certificate or willingness to train (essential)</li> <li>• Full Driving Licence (essential)</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic ICT skills relevant to post or willingness to develop as well as other specialist equipment/resources (essential)</li> <li>• Working knowledge of relevant polices/codes of practice/legislation (essential)</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Health &amp; Safety procedures and precautions (essential)</li> <li>• Knowledge and understanding of COSHH regulations (essential)</li> <li>• Knowledge and understanding of moving and handling procedures (essential)</li> <li>• Willingness to participate in development and training opportunities (essential)</li> <li>• Ability and motivation to work on own initiative as well as part of a team (essential)</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A friendly and positive attitude.</li> <li>• Ability to relate well to children and adults.</li> <li>• Self-motivated.</li> <li>• Good attention to detail and pride in maintaining high standards</li> <li>• Trustworthy and honest disposition</li> </ul>