
Job Description for Caretaker

Responsible to: Lead Caretaker

Based at: Brinsworth Academy

Paid on: Band D of the School Support Staff Pay Scale

OVERALL PURPOSE OF THE POST

To assist in the maintenance and upkeep of the schools premises, ensuring a safe, secure and clean environment, as directed. You will maintain a good working relationship with colleagues, contractors and agencies employed by or working at the school.

MAIN DUTIES

To be responsible for the maintenance of the premises and its contents and ensure that security procedures at the school are operated effectively.

To be responsible for ensuring that the heating and lighting at the school is operated and that energy consumption is effectively monitored in accordance with the school procedures and the requirements of the school.

To carry out minor repairs, monitor heating and lighting, including the operation of plant equipment, security arrangements for the protection of school resources, and portorage.

To ensure the school site is kept clean and free of litter.

To ensure that the school premises and curtilage are in a safe, secure, clean and tidy condition. This includes the application of grit salt and clearing of snow.

To carry out routine repairs and maintenance, including plant at the school, ensuring that works/ tasks requiring specialist assistance are reported and processed.

To assist with the maintenance of school risk assessments and the Health & Safety reports.

To set up the Main Hall and other accommodation for assemblies, examinations, meetings and other functions agreed and published in the school calendar, etc..

To be responsible for the receipt and storage of materials, equipment and other goods at the school.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

To carry out any portering duties as required.

To be responsible for dealing with emergencies both inside and outside school hours.

To deal with enquiries from various persons at the school and visiting the school.

To ensure the duties and responsibilities are carried out in a safe manner and that safe working practices are adopted in accordance with the requirements of HSAWA 1974.

Undertake other duties and responsibilities commensurate with the grade of the post which may be required from time to time.

To be a designated key holder and to be available for any call-outs on the alarm systems.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

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Person Specification for Caretaker

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualification	<ul style="list-style-type: none"> An understanding of safe working practices in managing aspects of this role 	<ul style="list-style-type: none"> Basic training and/or experience related to the post A formal qualification in any aspect of site management or a qualification which shows a commitment to further training A recognised first-aid certificate
Knowledge/Experience	<ul style="list-style-type: none"> Previous experience of the majority of the elements of the role described in the job description provided for this post. A clear understanding of the responsibilities attached to this post in terms of security and maintenance of an effective safe working environment. Good understanding of relevant Health & Safety legislation, including: Manual Handling Electrical Safety COSHH Legionella control 	<ul style="list-style-type: none"> Previous experience from the building trade
Physical and Personal Qualities	<ul style="list-style-type: none"> An appropriate degree of physical and manual dexterity commensurate with the demands of the post. A good health and attendance record in previous employment or role. 	<ul style="list-style-type: none"> A record of sustained reliability and appropriate responsibility in previous post or role.
Skills and Abilities	<ul style="list-style-type: none"> Ability to deal with enquiries from a variety of persons and providing assistance in a polite manner. Ability to work as part of the site management team and to sustain good working relationships with the members of the team and with other staff at the school. 	

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<p>Staff, Pupils and visitors to the site</p>	<ul style="list-style-type: none"> • To understand and accept that appropriate relationships with pupils and staff is an essential part of the role. • To ensure that all tasks are carried out with due regard to the safety of pupils, staff and visitors. 	
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