

# Job Description

## Caretaker/ Site Team member – Grade 5

Responsible to:	Site Manager
Duration:	52 weeks
Hours:	37 hours, Rotating shift pattern Rota'd Weekend Working & Out of hours On-Call ( <i>OT payable when on site</i> ) Some multi-site working (e.g. within shift pattern)

### Context:

Under direction of the Site Manager be responsible for conducting legislative checks, managing and liaising with contractors, liaising and supporting lettings, site security and undertaking and arranging repairs and maintenance.

### Key duties and responsibilities:

- To keep the Site Manager or other identified persons informed about any areas of concern and manage issues that may arise.
- To be aware of security and safety of all persons and the premises.
- To be able to identify hazards/ defects/ repairs around the site and facilities, report and make safe as required.
- Be a registered key holder and, as part of the site team, assist in providing essential key-holder services, through unlocking and locking the premises and out of hours call-outs, including a regular requirement to attend and lock up another site.
- To be aware of security to prevent activities deemed to pose a risk of damage, vandalism etc. to the premises and property.
- To be able to liaise and communicate with contractors and emergency services and ensure, where applicable, they comply with school procedures and policies.
- To be aware of your responsibilities for this role with regard to Health & Safety procedures, protocols and policies, including knowledge of CoSHH and risk assessments.
- To assist the school in completing statutory compliance checks through testing, recording and monitoring (e.g. legionella/ fire).
- To be willing to support the site team where necessary through flexibility of working patterns and changes to routine.
- To be aware of the school's security/ lockdown and fire systems and be able to respond accordingly.
- To be able to make changes/corrections to the security access systems as required.
- To be prepared to undertake any training applicable.
- Vehicle checks / maintenance and refuelling which includes use of vehicles for security /lockup duties and optional driving of school minibuses for events.

### Heating, Lighting and Water

- Be able to operate heating equipment and have an understanding of its operation.
- Be able to identify and report problems with lighting.

- Be aware of the location of all gas, water and electrical meters and their associated isolation points.
- To read meters as necessary and maintain approved records including any concerned with energy conservation matters.

### **Grounds Maintenance**

- Ensure litter and litter bins are controlled and emptied as required.
- Ensure paths and entrances are clear for safe access and exit. This includes ensuring pathways are made safe during winter weather.

### **General Duties**

- Provide site access/ support / setting up for on-site lettings, where required and with prior agreement. With regard to lettings, maintain security of premises and ensure all site users exercise safe access/ egress with consideration to other pedestrians and vehicles.
- Assist lettings & bookings management of the school's facilities.
- Manage and sort refuse into relevant collection units.
- Occasional cleaning may be required-including ensuring lettings have sufficient disposables available e.g. Sanitiser, toilet rolls.
- Portorage: of furniture and setting up for events ( e.g. exams, assemblies) parcels, deliveries etc. using a number of aids e.g. sack barrows & trollies.

### **Proactive and Reactive Maintenance Duties**

- Undertake repairs and maintenance as requested including, but not limited to, changing light bulbs, working at height, unblocking drains, fixing door furniture, basic carpentry, use of common power tools, first fix plumbing and heating issues.
- Undertake routine decoration programmes as agreed.
- Undertake routine improvement works e.g. erecting shelves, notice boards, bookshelves, assembling furniture, etc. as agreed.

### **IT**

- Use the 'Smartlog' system to update, monitor and ensure all assigned compliance checks and maintenance issues are completed within the necessary timescale.

### **Safeguarding**

- Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the post holder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy.
- Display commitment to the protection and safeguarding of children and young people.
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy.

- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes.
- Comply with safeguarding training expectations.

*This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).*

*John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.*

*All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.*

***For all staff*** – You have specific responsibilities under Health & Safety legislation to ensure that you:

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do*
- *Co-operate on all issues involving health and safety*
- *Use work items provided for you correctly, in accordance with training and instructions*
- *Do not interfere with or misuse anything provided for your health, safety or welfare*
- *Report any health and safety concerns to your line manager as soon as practicable*

**Signed: (employee):**

**Signed: (on behalf of the Trust):**

**Date**

## Person Specification – Caretaker Grade 5

	Essential/ Desirable
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>IT literate, basic numeracy skills and an aptitude to learn how to use school information management systems.</li> <li>English GCSE pass or equivalent.</li> </ul>	<p>E</p> <p>D</p>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Previous experience in a similar post.</li> <li>Highly organised with ability to prioritise a busy workload, problem solve, manage tasks simultaneously and perform effectively under pressure.</li> <li>Experience of compliance and adherence to policies and procedures.</li> <li>Working knowledge of maintenance and security systems and procedures.</li> <li>Awareness of Health and Safety regulations and safe practice procedures in an education environment, including child protection.</li> <li>Experience of developing good working relationships with staff and clients.</li> <li>Handyperson experience or caretaking/maintenance work.</li> <li>Experience of working in a school or similar environment.</li> </ul>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p><b>Skills and Ability</b></p> <ul style="list-style-type: none"> <li>Hold a full driving licence.</li> <li>Willingness to work additional hours when needed and be flexible.</li> <li>Able and willing to work unsupervised.</li> <li>Willingness to undertake training if required.</li> <li>Ability to communicate effectively with people of all ages and abilities (verbally, in writing and on the phone).</li> <li>Provide excellent customer services and respond constructively to customer complaints and difficulties in a friendly and approachable manner.</li> <li>Reliable.</li> <li>Able to demonstrate effective interpersonal skills face-to-face and excellent telephone manner.</li> <li>Ability to undertake all the physical aspects of the post.</li> <li>Proactive, enthusiastic and willing to take on a wide range of tasks including setting-out sports, exams and other school facilities.</li> <li>Ability to follow directions from Line Manager.</li> <li>Ability to use own initiative, develop new ideas and broker new relationships.</li> <li>Able to handle and deal with problems and make suggestions for improvement.</li> <li>Self-motivated.</li> </ul>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p>