



JOB DESCRIPTION – Caretaker & Maintenance Assistant

Responsible to	Estates Manager
Hours:	37 per week on a shift pattern between 6.30am and 7pm, Monday to Friday (e.g. 6.30am to 2pm or 10.30am to 7pm), 52.14 weeks per year
Salary:	Band 2 (Points 11-16) Actual Starting Salary £17,347 per annum.
Job Purpose:	To contribute to the smooth running of the Academy by carrying out a range of maintenance duties including security and supervision of the site and related equipment and other caretaking duties including portering, cleaning and maintenance.

The duties of the post as outlined will be subject to the appropriate risk assessments, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder.

- To be responsible for carrying out caretaking duties and assisting with reactive and pro-active maintenance and refurbishment works on a daily basis.
- To be responsible for the security of the Academy buildings and grounds.
- To carry out caretaking and maintenance of the buildings and grounds as directed by the Academy Estates Manager
- Caretaking duties will be carried out on a daily basis, including cleaning, portering duties, security of buildings and grounds.
- The Caretaker/Maintenance Assistant will be expected to work on their own initiative or as part of a team, and will have a pro-active approach to site maintenance and refurbishment. The post holder will be expected to deal with requests from staff and to deal with emergency situations including leaks, floods, fire alarms etc.
- The Caretaker/Maintenance Assistant may be expected to cover evening and weekend lettings when necessary.

Security and Supervision

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins or disturbances and/or the setting off of the burglar alarm(s)
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and where appropriate, advising the Principal of their presence
- Undertaking cleaning of allocated area(s) and secondary cleaning

- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate
- Carrying out Academy based procedures in the event of fire, flood, breaking and entering, accident or major damage

Other Duties

Undertaking lettings and related duties as appropriate in accordance with the provincial agreement. Preparing the Academy premises and site for out of Academy activities

General

- At all times to carry out the duties in accordance with Academy-based policies and Health and Safety procedures
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, materials and any other goods
- Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the Academy and Trustees
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

PERSON SPECIFICATION – CARETAKER & MAINTENANCE ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Knowledge of relevant policies and procedures	Training will be provided if necessary
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
Communication	Written	Ability to complete forms
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the academy
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the academy
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make a distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance