



ASSISTANT CARETAKER JOB DESCRIPTION

37 HOURS PER WEEK ALL YEAR ROUND

Main Purpose:

Across the Academy:

- To provide a safe, clean and secure environment for staff, students and visitors
- To provide an efficient, co-ordinated and effective premises maintenance service
- To supervise the work of contractors and service providers, including contract cleaning staff

Supervisory/Managerial Responsibilities

- In the absence of the Estates Manager to be responsible for the premises and grounds referring concerns to the Principal, Estates Manager or Support Services Manager where appropriate
- To be responsible under the Health & Safety Act for the safety of all users and visitors to the Academy. (During school hours this is a shared responsibility with the Senior Leadership Team. During out of school hours it is the responsibility of the site staff present)

Specific Responsibilities

- To be responsible for all the duties of the post reporting to the Estates Managers on a regular basis
- To help supervise external contractors who visit the Academy in relation to repairs, cleaning, grounds maintenance, security and any other services which are related to the duties of this post
- To support the deployment and effectiveness of the cleaning staff
- To liaise with the cleaning staff as and when required to raise any relevant issues or concerns
- To be responsible for maintenance and security of all equipment

Range of Decision Making

In consultation with Estates Manager:

- To determine maintenance schedules and priorities on site
- To organise appropriate schedules for own workload

Specific Duties

- To inspect the site daily, liaising with the Estates Manager in order to identify any requirement for repair across the site
- To follow up repairs identified by other staff
- To undertake or arrange repairs/maintenance as instructed by the Estates Manager
- To obtain estimates for proposed works in accordance with Academy policies
- To ensure that the buildings are suitably heated at relevant times
- To ensure that appropriate measures are taken on activation of fire alarms/burglar alarms
- To ensure security of buildings at all times
- To organise movement of deliveries

Working Hours

- 37 hours per week all year round
- The post holder may be required to work overtime and unsociable hours in order to undertake duties of the post and to assist with out of school hours' activities. Any such overtime must be carefully documented and any extra hours' claims should be authorised by the Estates Manager
- The post holder may be required to cover 'early', 'day' or 'late' shifts at short notice in order to ensure that the Academy Site Team is adequately covered i.e. in the event of sickness absence or annual leave, ensuring that the Academy has sufficient operational capability and cover
- In particular, the post holder will be expected to be on a call-out rota to attend fire alarms/burglar alarms during unsociable hours
- Holidays may be taken at any time, deemed reasonable, taking into account holiday requests for the rest of the premises staff and, in particular, the Estates Manager. All holidays must be negotiated with the Support Services Manager/Principal by filling in the appropriate leave of absence form

General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Community Cohesion and Race Relations Policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance (as befits the role within the Academy), conduct and positive, courteous relations with children, young people, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review.