

## Job Description

**Post Title:** Assistant Caretaker

**Contract:** Permanent, All Year Round

**Line Manager:** Estates Manager

**Pay Range/Grade:** Band 5, SCP4 – SCP6 (£22,735 - £23,108 Actual)

**Location:** Appleton Academy

**Hours of work:** 37 hours per week

### Purpose of the Role:

#### **INTRODUCTION:**

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Exceed Academies Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. The Trust is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### **PRIME OBJECTIVES OF THE POST:**

Under the instruction/guidance of appropriate senior staff; provide compliance, maintenance, repair, cleaning & security services on school site.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Together we Exceed

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## **KNOWLEDGE AND SKILLS:**

*(See Person Specification)*

## **EFFORT DEMANDS:**

- Will work under own initiative with minimum supervision, managing conflicting priorities and referring only complex issues to a member of the senior leadership team.
- Will be part of a team responsible for the development and operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for work or repairs required to be carried out to maintain safe and satisfactory conditions (including fire safety and electrical equipment).
- Will be part of a team required to undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods.

## **RESPONSIBILITIES:**

- Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Will attend relevant meetings as required.
- Will participate in training and other learning activities and performance development as required.
- To inspect the site daily, liaising with the Estates Manager in order to identify any requirement for repair, cleaning, maintenance across the site and 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.
- Will promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety policies and legislation) at all times.
- Will be responsible for the maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Estates Manager.
- Will liaise with third party contractors and ensure that contractors on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the Estates Manager and/or relevant contractor.
- Will appreciate and support the role of other professionals.

- Will present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.
- Will contribute to the overall ethos/work/aims of the school and the Trust.
- Any other duties as specified by the Academy or Trust and commensurate with the role.

#### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Regular outdoor work and exposure to the elements/weather.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The postholder may occasionally be subjected to antisocial behaviour from members of the public/students/parents/site users.
- Will be required to cover rotating shifts including earlies, days and lates between the hours of 6.00am to 6.30pm. May be required to cover for colleagues who are on differing shift patterns at short notice i.e. due to staff absence.
- May be required to be a key-holder for emergency call-outs. Evening/weekend duties for emergency or exceptional site matters or lettings may be a feature of the job from time to time (further information is available from the Estates Manager).
- This post includes a degree of manual lifting and handling and the use of specialised equipment. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you. You will need to be able to demonstrate a level of competency and the physical ability to carry out such duties.

#### **Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level.

#### **Intermediate Threshold Level**

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.



**SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To undertake any training as required by the Academy/Trust or to meet the demands of the role.
- To act in accordance with Data Protection regulations and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Trust's Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010.
- Must be legally entitled to work in the UK.



**PERSON SPECIFICATION:**

	Essential / Desirable
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Will possess handyman/relevant maintenance and repair experience, either in a school or industrial workplace/environment</li> <li>• Will possess caretaking/site-keeping experience in a school or similar environment</li> <li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level</li> <li>• Experience driving minibuses and company vehicles</li> </ul>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Will possess good literacy and numeracy skills (GCSE or equivalent Maths and English grade C or above)</li> </ul>
<b>KNOWLEDGE/ SKILLS:</b>	<ul style="list-style-type: none"> <li>• Will possess good working knowledge of building repair and maintenance procedures, including but not limited to plumbing, electrical and decorating</li> <li>• Will possess good working knowledge of health, hygiene and safety procedures, precautions and regulations, for example Legionella, COSHH, Manual handling etc.</li> <li>• Will possess the ability to work as part of a team.</li> <li>• Willingness to use relevant equipment.</li> <li>• Will possess ability to relate well to children and adults.</li> <li>• Knowledge of cleaning procedures required to meet specified cleaning standards.</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level</li> </ul>

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

**Signature of post holder** \_\_\_\_\_ **Date** / /

**Signature of Chief Executive Officer** \_\_\_\_\_ **Date** / /

