

*'They will soar on wings like eagles ...'*  
*' Isaiah 40:31*

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## **Aquila Job Description – School Caretaker**

<b>Post Title:</b>	Caretaker at Charlton Church of England Primary School
<b>Post Grade/Salary:</b>	APLc £19,852 - £20,643
<b>Reporting to:</b>	Head of Estates & Facilities
<b>Post start date:</b>	April 2023
<b>Probationary period:</b>	6 months
<b>Contract Term:</b>	52 weeks per year– 5 days a week
<b>Hours of Work:</b>	35 hours per week, with 30 mins unpaid for lunch, flexible working pattern to be discussed at interview
<b>Annual Leave entitlement:</b>	26 days + Bank Holidays

**Overtime and out of hours call out:** Overtime and out of hours call out may be required on an ad-hoc basis to assist the school. All overtime is to be approved by the line manager in advance and will be paid at the agreed hourly rate – Overtime will be paid in line with Kent Scheme Terms and Conditions of Employment (the Blue Book).

**Location:** Charlton Church of England Primary School

The needs of the school may require a flexible approach to work, including working to the team rota schedule for allocated evenings and weekends. Living local to the school will be beneficial.

**Disclosure and Barring Service (DBS) check is a requirement for this position.**

### **Main Purpose of the Role:**

- To act as a key member of the school support team providing assistance and support in a range of services; including: security, assistance in an emergency, minor building maintenance and repairs, concierge, assisting the cleaning team as necessary, car parking patrols and portage. To ensure that a safe, secure and professional environment is maintained for all pupils, staff and visitors.
- To carry out all other duties within the scope of the role as directed by the Head of Estates & Facilities.

### **Main Duties and Responsibilities:**

- Comply with, and implement as appropriate, all statutory health and safety procedures and policies
- Maintain safe conditions and safe working practices within all the facilities
- Adhere to the school and statutory health and safety procedures and policies
- Assist with the opening and securing of school buildings daily
- Ensure all minor maintenance tasks are completed within the buildings to a high standard e.g., immediate making safe in an emergency, attending to water leaks, unblocking of WC's and foul water drains, fixing door handles, shelves, painting, tiling, carpeting, repairing or installing blinds, etc
- Ensure all communal areas clean tidy and replenished as necessary
- Movement of furniture, supplies, deliveries etc
- Ensure all furniture and fittings are in full compliance with school standards for safety and comfort
- Assist the school safeguarding lead by providing escort to contractors and visitors as directed
- Ensuring wash areas and toilet areas are regularly replenished and kept clean and tidy as

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necessary

- Check, as directed, all fire safety signage and fire safety equipment and the like are compliant and recorded as per the legislation
- Carry out weekly fire alarm testing and recording for each school building as directed
- Conduct security checks as required
- Carry out monthly emergency lighting checks
- Carry out (if suitably qualified) or assist with annual portable appliance testing (PAT)
- Conducting water safety (legionella) checks, tests and recording as directed
- Assist the Headteacher with organised fire drills and practices
- Clean low-level gutters, gully's and surface water drains as necessary
- Upkeep of grounds, gardens and cleanliness of external areas and car parks as directed
- Provide assistance to pupils, staff, contractors and visitors with courtesy and promptness at all times
- To conduct similar duties at other Aquila Trust Academy Schools if required
- Any other duties within the scope of the role as required by the Head of Estates & Facilities.

**Personal Skills:**

- Good self-management
- Strong attention to detail
- Ability to prioritise
- Strong team player, prepared to get your hands dirty
- Positive 'make it happen' and energetic attitude in your day-to-day work
- Working in a school environment and dealing with the issues that it may bring.

Please note

This job description reflects the principal accountabilities of the post and identifies the level of responsibility at which the postholder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the postholder.

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**Person Specification: School Caretaker**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 2 Diploma (or equivalent) and proficient technical and practical skills.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous relevant experience.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Wider awareness of the related working environment eg client groups.</li> <li>Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance.</li> <li>To organise others and own workload in order to achieve the job.</li> <li>Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant.</li> <li>Ability to maintain accurate and timely records as required by the role eg: timesheets, asbestos register, client diaries, contractors' schedules, etc.</li> <li>Ability to deal with everyday problems and to identify which problems should be referred to supervisor.</li> <li>Ability to monitor job activities as required by the role.</li> <li>Ability to understand information, advise and liaise with others accordingly.</li> <li>Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.</li> <li>Has written and numeric skills in order to complete more detailed records and reports</li> <li>Has sufficient IT skills to operate an on-line maintenance log</li> <li>Ability to listen, observe and contribute to discussions as required for the role</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of how own job fits into the activity and role of the area/site.</li> <li>Knowledge of a range of other jobs in the area.</li> <li>Understands and able to apply Health and Safety procedures relevant to the job such as:               <ul style="list-style-type: none"> <li>- Manual handling</li> <li>- Working at height</li> <li>- Water hygiene management</li> <li>- Safe use of machinery and/or equipment</li> <li>- COSHH</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>- First Aid and Hygiene Practice</li><li>- Lone working procedures and responsibilities</li><li>- Asbestos Awareness</li><li>- Fire Safety</li></ul> <ul style="list-style-type: none"><li>• Able to recognise and to deal with emergency situations.</li><li>• Will need to undertake training to keep knowledge up to date.</li></ul>
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