



## Job Description

*Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

**Post Title:** Site Assistant / Caretaker

**Reporting to:** Site Manager

### Purpose

To carry out a full range of duties to provide for general security and maintenance of academy premises, connected with the fabric and grounds of the school. To assist with site maintenance including general repairs, cleaning, painting and decorating and DIY as needed. This may also include general management of swimming pool facilities at Hilltop Primary Academy.

### Key Duties

#### Security

- Security of the site, its buildings and facilities at all times.
- Reporting breaches of security.
- The unlocking and locking of buildings and facilities at times stipulated and ensuring fire safety doors are closed.
- The upkeep of locks, keys and labelling of keys.

#### Maintenance

- Regular testing of fire alarm and security systems and the recording thereof, liaising with emergency services as appropriate.
- Taking regular readings of all meters, including swimming pool readings.
- Minor repairs, maintenance and other work within the competence of the individual.
- Maintaining all equipment, safety equipment, implements and tools to a good and safe working order.
- The upkeep of heating, lighting, water, drainage and other services including the reporting of failures or dangers.
- Report all defects which require specialist repair, as directed inspect electrical fittings and report defects as required. Replace lamps and domestic fuses as required.
- All grounds maintenance within the academies' boundaries, including artificial / synthetic 3G pitch where appropriate
- Appropriate chemical control of substances used by grounds staff.

- The care, maintenance and security of all gardening equipment and plant.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc

**Cleaning**

- Ensuring the cleanliness of all buildings, facilities and their contents, throughout the day.
- Maintain cleanliness and general tidiness of all external hard areas. Empty litter bins on a daily basis or as necessary.
- Upkeep of all waste storage areas and equipment and the disposal of waste in accordance with waste transfer certificates under regulations.

**General**

- The portage of goods, furniture, equipment and other items including errands on behalf of the academy.
- Observance of Health and Safety requirements.
- Assisting staff and standing in for other site team staff during periods of absence.
- Evening or weekend duties as required, to include meeting and providing assistance to school hirers. To ensure that hirers are fully aware of health & safety aspects and to provide assistance if needed during the hire.
- If qualified, rendering emergency first aid to staff, pupils and visitors.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Trust Manager in consultation with the post holder as appropriate to the changing needs of the Trust, or anticipated changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed ..... Date .....  
 On behalf of The Skills for Life Trust

Signed..... Date.....  
 Employee

**Site Assistant / Caretaker  
Person Specification**

	<b>Criteria</b>
<b>Qualifications</b>	Basic literacy and numeracy skills are essential. A GCE, GCSE, NVQ or similar qualification is desirable.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• DIY/practical skills - essential.</li> <li>• Caretaking or a related field – desirable.</li> <li>• Dealing with contractors - desirable.</li> </ul>
<b>Skills and Abilities</b>	Excellent practical/DIY skills are essential.
<b>Personal Qualities &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Self motivated, shows initiative, needs little supervision</li> <li>• Ability to organise own time to ensure that resources are available and operating when required.</li> <li>• Able to work as a member of a team</li> <li>• Flexible, to support out of school hours functions</li> <li>• Ability to offer a trade (electric/plumbing/building) - desirable</li> <li>• Observant</li> <li>• Deals with health and safety issues promptly</li> <li>• Demonstrate the highest standards of commitment to the academy and its community.</li> </ul>