

Viking Academy Trust



Job Description

Position: TRUST CARETAKER

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher: *Mjenni*

Date: 21.9.23

Viking Academy Trust

JOB DESCRIPTION: Trust Caretaker

“Empowering children through education: One Childhood One Chance”

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Job Title:	Trust Caretaker
Line Manager:	Estates, Health and Safety Manager
Pay Grade:	Kent Range 5
Hours worked:	37 hours per week – all year contract

PURPOSE OF ROLE

The Trust Caretaker will ensure that the day to day compliance and maintenance activities within all trust schools, ensuring a consistent and compliant approach to the needs of our schools. You will be required to manage the Premises Teams and monitor the workload of the teams, providing support when necessary.

You'll be required to undertake inspections to trust properties and liaise with or assist the Estates, Health and Safety Manager in compiling reports to support the property and estates management function within the Trust.

There is a requirement to undertake security and key holding services for all trust locations, and also to be able to undertake maintenance tasks if required. If necessary, work will be undertaken over the weekends and adjustments will be made to the weekly timetable as appropriate.

Be aware of the principles of Estate Management for schools and the trust.

PRINCIPAL ACCOUNTABILITIES

1. The postholder will follow guidelines and protocol set up by DfE/EFSA to ensure the school environment is used correctly, maintained to a high standard and complies with the Health & Safety requirements.
2. Adhere to the Trust Compliance Calendar and ensure the day-to-day management of Health & Safety across the Trust on behalf of the VAT Trustees.
3. Respond to staff concerns about any Health & Safety concerns quickly and effectively. To ensure emergency procedures are current and timely and to lead on action points determined following testing or monitoring.

4. To act as chief fire officer and implement all fire and emergency evacuation procedures, initiating all scheduled fire drills and coordinating the efforts of other fire wardens. Ensuring that all firefighting equipment is maintained and tested according to regulations.
5. To co-ordinate the maintenance of the school sites and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
6. To oversee the overall repair and maintenance plan across the three schools
7. Assist with building/improvement projects liaising with contractors and consultants and ensuring the Trust meets EFSA/DfE guidelines and expectations.
8. The postholder will have responsibility for the effectiveness, work allocation and service delivery of the premises teams across the Trust.
9. When necessary, supervise on-site contractors to ensure the smooth operation of maintenance work across the trust.
10. Ensure the ongoing maintenance of the security of the sites, for example, opening and closing of the premises including those for lettings, dealing with any problems, attend to all contractors visiting or working on site, to ensure a safe environment. If the premises teams are unable to do this, the task falls under the responsibility of the Trust Caretaker.
11. Be a named key holder for security, ensuring alarm call outs are responded to promptly, ensuring that the premises team understands their responsibility on a rota basis and coordinate any visit to school sites with our first responder. All three schools have a key-holding service with their respective alarm companies but there may be an occasion where you'll have to respond to an out of hours call-out.
12. Oversee ongoing compliance responsibilities are maintained by the caretakers.
13. Oversee the contract cleaners ensuring best value and good standard of work undertaken.
14. Ensure that the premises teams carry out the effective running of the minibus including MOT, servicing and general day to day management of the vehicle.
15. Ensure the premises teams prepare the school sites for major events such as open days, parent consultations and parent workshops. Ensuring that these dates are diarised in advance and preparations are made before the events.
16. When the necessity arises, work with multi-agencies including Kent Police, Kent Fire Brigade, Thanet District Council and third-party contractors specifically regarding the Trust's premises.
17. Day to day communication with site team to ensure that they are equipped with the correct knowledge and skills to undertake their effectively.
18. Oversee the Trust lettings function ensuring the smooth operation where necessary.

NECESSARY EXPERIENCE AND SKILLS

- Background in working in a premises role or building trade experience. Ideally in a fast-paced environment.
- Driving licence is essential because of the travel required between schools.
- D1 on driving licence for minibus driving or willingness to obtain.
- IOSH/Alternative Health and Safety qualification or willingness to embark on these qualifications.

- Good energy/sustainability knowledge
- Team supervisory experience
- Ability and experience of using a wide range of machinery
- Good level of communication skills, written and verbal
- Good use of ICT to complement working practices
- Self-motivated, flexible and able to work in a very autonomous way, being able to direct and manage own workload
- A can-do attitude
- Motivated and driven and has the ability to motivate, enthuse and inspire others to deliver service excellence.
- Understanding of health and safety requirements of multiple buildings and the ability to recognise and take action to avoid potential risks under Health & Safety legislation

SCOPE FOR IMPACT

The postholder plays a critical role in the day to day running of the individual school sites and leading the Premises Team across Viking Academy Trust.

JOB CONTEXT

This post of Trust Caretaker is a central role within the Viking Academy Trust.

The postholder will operate within the general policies of the school. Specifically, policies relating to Health & Safety and Risk Assessment. Furthermore, ensuring weekly and monthly plans are in place for fire assessment. The postholder will also operate to a maintenance plan when undertaking specific maintenance projects.

GENERAL

- Comply with and assist with the development of policies and procedures relating to Health & Safety, fire, security, confidentiality and data protection, reporting all concerns to the Heads of School or appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work aims of the School.
- Establish constructive relationships and communicate with other agencies / professionals.
- Participate in training and other learning CPD activities that are necessary and/or beneficial for the post holder or highlighted through Performance Appraisal as required.

OTHER

Any other task – as requested by Trust Leadership Team and which shall be deemed to fall within the general boundaries of the post.

OTHER RESPONSIBILITIES:

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times.*

Any other task – as requested by the Estates, Health and Safety Manager or Trust Leadership Team which shall be deemed to fall within the general boundaries of the post**

PERFORMANCE APPRAISAL

To attend meetings with the Estates, Health and Safety Manager and to participate in the school's annual performance review procedure.

**NB Under no circumstances should staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or a member of the Senior Leadership Team.*

***This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.*

Reviewed and amended September 2023