



Cygnus Academies Trust

Job Description: Caretaker – KR4/BEX04

Grade: Kent Range 4 / Bexley04

Responsible to: Site Manager

Purpose of the Job:

- Assist the Site Manager to ensure the security, safety, warmth and cleanliness of the school premises, including maintenance of the site is in line with agreed practices and policies.
- To work as a key member of the school's site team, maintaining the school building and grounds to a high standard of safety and presentation.
- Practice and promote fair and equal treatment of all staff, visitors and pupils while carrying out the duties detailed in this job description.
- Safeguard and promote the welfare of our pupils.

Key duties and responsibilities¹:

- Act as a designated key holder, routine locking and unlocking of school premises and grounds, and providing out of hours and emergency access to the school site.
- Carrying out appropriate fire, safety and emergency procedures in the event of fire, flood, breaking and entering.
- Operate and regularly check systems such as heating, cooling, lighting, security (including CCTV and alarms).
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
- Carry out minor works (indoors and outside) in order to improve the site as required by senior staff.
- Use the online ticketing system and building management software to determine and prioritise tasks.
- Assist with arranging emergency repairs as required.
- Assist with regular maintenance and safety checks.
- Oversee the work of cleaners and contractors. Check that work is completed to required standards and within required timescales, reporting any issues to the Site Manager
- Monitor, maintain and replenish stocks of consumables (cleaning materials, paper towels, soap etc)
- Undertake general duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to line manager or SLT promptly.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Ensure the operation and maintenance of specialised equipment following training.
- Provide support with lettings and carry out associated tasks, in line with local agreements.

¹ This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Other responsibilities and job activities:

- Understanding and operation of emergency, fire and safety procedures.
- Ensure litter is removed from inside and outside of the buildings.
- Cleaning of all school areas, including accidents and spillages.
- Assist with ensuring high standards of cleanliness and hygiene.
- Ensure that cleaning materials are stored and used in line with COSHH requirements.
- Keep paths clear of ice, snow, and leaves to maintain access to school in the event of bad weather.
- Move deliveries, equipment, furniture and equipment within the premises as required.
- Be responsible for own continuing professional development; undertake training and develop skills and knowledge relevant to the role.
- Maintain confidentiality in respect of school related matters.
- Undertake any other duties of a similar level and responsibility, as required.

Person Specification: Caretaker – KR4/BEX04

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria, as we will use this for shortlisting. Applicants who have a disability and who meet the 'essential' criteria will be shortlisted.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Skills and/or experience in one or more of the following: general maintenance / DIY, plumbing, electrical/building maintenance, heating systems, grounds maintenance or similar. Literate and numerate 	<ul style="list-style-type: none"> Recognised qualifications in relevant areas, time served in building trade, apprenticeship or other relevant experience First aid qualification
EXPERIENCE	<ul style="list-style-type: none"> Experience of undertaking responsibility for the care and maintenance of premises. Use of IT systems Experience of working as part of a team 	<ul style="list-style-type: none"> Experience of working in a school environment. Experience in the building industry. Previous key holder responsibilities. Experience of using specialist equipment (e.g. scaffold, ladders, floor polishing machine etc)
KNOWLEDGE	<ul style="list-style-type: none"> An understanding of and a commitment to safeguarding and promoting the welfare of children. Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> Manual handling. Safe use of machinery and/or equipment. COSHH First Aid and Hygiene Practice. Lone working procedures and responsibilities. Able to recognise and to deal with H&S and emergency situations. 	<ul style="list-style-type: none"> Knowledge of the organisation, administration, aims and objectives of the school. Knowledge of maintenance and security systems and procedures. Knowledge of the operation of heating, ventilation systems and common causes of malfunctions.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Ability to identify changes required to work routines and discuss with Site Manager Ability to maintain accurate and timely records as required by the role Ability to deal with everyday problems and to identify which problems should be referred to a member of SLT. Ability to undertake heavy lifting and other strenuous tasks, requiring a good level of physical fitness. 	

	<ul style="list-style-type: none"> • Ability to work evenings and weekends on an irregular basis and to deal with occasional emergencies outside of normal working hours. • Ability to respond calmly to emergencies • Organisational skills to facilitate lettings. • Ability to communicate and liaise effectively with persons at all levels and deal with contractors. • Ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets. • Desire and willingness to learn new skills, and respond positively to advice and guidance. • A desire and willingness to undertake health and safety training and promote good practice across the school • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. • Ability to listen to customers and understand their needs. 	
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