**Caretaker**

**Job Description**

***‘Striving to be the best version of ourselves every day’***

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| **Reports To:** | Headteacher & Business Manager |
| **Salary and Hours:** | KSA (£24,513 pro rata) 20 hours per week |

**Job Outline**

We are looking to recruit a motivated and enthusiastic Caretaker, who is dedicated to providing a safe, and welcoming environment at our school.

This post is for 20 hours per week, covering mornings to unlock the school. The successful candidate will be flexible and may be asked to work split shifts on occasion to meet the needs of the school.

Reporting to the Business Manager, and the Headteacher, the Caretaker will have a can-do attitude and work well alongside the Site Manager, in addition to being, hardworking, reliable, trustworthy, and with relevant skills and experience.

**Main Duties:**

The Caretaker is responsible for carrying out the duties below:

* Unlocking/locking the school.
* Maintaining all areas of our school site both internally and externally including gardening, redecoration, small repairs
* Liaising with contractors
* Ensuring the outside areas are kept tidy

This list of duties is not exhaustive, and the Caretaker may be required to undertake other activities at the direction of the Headteacher, Business Manager or Site Manager.

**Caretaker**

**Person Specification**

***‘Striving to be the best version of ourselves every day’.***

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|  | **Essential** | **Desirable** |
| **Qualifications** | Basic training or sound experience in one or more of the following:General maintenance, plumbing, grounds work, security, Health and Safety | Have worked in an environment using similar skillsExperience or expertise in DIY |
| **Experience** | Experience of working alongside people as a teamAn understanding that the needs and safety of the children and staff are of prime concernAn awareness of the need for strict hygiene and cleaning standards | Experience of caretakingWorking in a school environment/site management |
| **Knowledge & Skills** | Good organisational skillsAbility to prioritise, plan, schedule and work on own initiative Commitment to security and wellbeing of the AcademyA willingness to undertake as necessary training in all aspects of the job including Health and Safety | Some evidence of administration skills e.g. record keeping time sheets etc. |
| **Personal Qualities** | FlexibilityHard workingCommon sense and initiativeAbility and commitment to contribute fully to the tasks in the AcademyTo uphold the ethos of the AcademyFit and able to carry out dutiesAbility to work at high levels with appropriate equipmentAbility to deal with manual handlingA good sense of humour! | An interest in professional self-developmentA willingness to contribute in the wider life of the Academy |