**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 skills  Experience or expertise in DIY |
| **Experience** | Experience of working alongside people as a team  An understanding that the needs and safety of the children and staff are of prime concern  An awareness of the need for strict hygiene and cleaning standards | Experience of caretaking  Working in a school environment/site management |
| **Knowledge & Skills** | Good organisational skills  Ability to prioritise, plan, schedule and work on own initiative  Commitment to security and wellbeing of the Academy  A 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** | Flexibility  Hard working  Common sense and initiative  Ability and commitment to contribute fully to the tasks in the Academy  To uphold the ethos of the Academy  Fit and able to carry out duties  Ability to work at high levels with appropriate equipment  Ability to deal with manual handling  A good sense of humour! | An interest in professional self-development  A willingness to contribute in the wider life of the Academy |