

## Job Description

Job Title:	Caretaker
Reports to:	Estates and Compliance Manager
Responsible for:	No line management
Salary range:	Band D
Contract:	Permanent

Main duties:	<ol style="list-style-type: none"> <li>1. Undertake general internal and external repairs and maintenance around the Academy.</li> <li>2. Maintain security of the site i.e. opening and closing of the premises including those for lettings, fixing or reporting any problems.</li> <li>3. Attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.</li> <li>4. Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures.</li> <li>5. Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, reporting serious hazards to line manager immediately.</li> <li>6. Locking and alarming buildings as required.</li> <li>7. 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.</li> <li>8. Attend or complete relevant training courses as required and assist in the training of other staff as directed.</li> <li>9. Provide a portage service for deliveries and portage duties within the Academy.</li> <li>10. To drive the Academy minibus and MPV's Operate the school's online maintenance system Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.</li> </ol>
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	Essential	Desirable
Qualification:	GCSE English and Maths at Grade C or equivalent	Current approved minibus driver qualification
Experience:	Relevant experience	Previous school experience
Skills & Abilities	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with other school staff and teachers, senior leadership team, and pupils.</li> <li>• Good knowledge of vehicle and general maintenance.</li> <li>• Understands how to encourage and influence people to get the best from them.</li> <li>• Understands the needs of others and able to respond accordingly.</li> <li>• Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> <li>• manual handling;</li> <li>• safe use of machinery and/or equipment;</li> <li>• COSHH;</li> <li>• First Aid and Hygiene Practice;</li> <li>• lone working procedures and responsibilities</li> </ul> </li> <li>• Current Health and Safety legislation as it applies to this role</li> <li>• Able to recognise and to deal with emergency situations.</li> <li>• Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.</li> <li>• Demonstrable ability to communicate effectively.</li> </ul>	
Qualities	<ul style="list-style-type: none"> <li>• Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.</li> <li>• Empathetic, tactful and diplomatic.</li> <li>• Solution focused, working collaboratively and collegially with colleagues and stakeholders.</li> <li>• Excellent inter-personal skills.</li> <li>• Must be able to work without supervision and prioritise workload accordingly.</li> </ul>	

**Principal:**  
**Mr Damian McBeath**  
**Millbank Road, Kingsnorth,**  
**Ashford, Kent TN23 3HG**

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