



Post Title	School Caretaker and Driver
Responsible to	Premises Manager
Type	Part Time
Base	Parkview Academy (Welling)
Job Purpose	
<p>The post holder will support the school's Premises Manager, completing basic maintenance jobs for ALP Parkview.</p> <p>The post holder will complete a wide range of duties and responsibilities connected with the fabric and systems of the school. This includes routine maintenance, refurbishment, minor repairs, pre-planned maintenance programmes, and improvements to the general school environment.</p> <p>The post holder will also drive the company vehicle, providing an efficient, reliable and quality service in accordance with safety legislation and the schools policies and procedures. The purpose of driving will be home to school transport and transporting both staff and learners to various learning activities during the school day.</p> <p>The post holder must be prepared to be flexible during school term time. Transportation requirements may vary from week to week with some regular trips and others which change weekly. The estimated hours are likely to be between 10 and 15 per week, between the hours of 9am and 3pm but this will grow as our school does and may vary depending on trips and outings planned.</p>	
Key Tasks and Responsibilities	
<ul style="list-style-type: none"> ● To assist the Premises Manager and accept guidance to ensure all three schools are compliant in the following areas via carrying out basics tests and supporting contractors: <ul style="list-style-type: none"> - Fire regulations - Emergency lighting - Asbestos - COSHH - Risk Assessments - Electrical testing - Ladders and external stairs - First aid - Site plans - Food Safety 	

- Vehicle Safety
 - Water Management
 - Air conditioning
- Undertake all aspects of maintenance work of fixtures and fittings.
 - Carry out repairs and improvements to a respectable level
 - Advise the Premises Manager concerning repairs and maintenance required and material and resources required
 - Keep equipment, tools and machinery in a secure manner.
 - Complete basic upkeep of school vehicles such as cleanliness and weekly checks
 - Undertake internal decoration in all areas if required and as directed.
 - Be available on special school occasions and events and if requested by the Premises Manager.
 - Receive deliveries to the school site
 - Check and maintain drains and gullies, driveways, parking bays and paths.
 - Ensure safe access to company premises e.g. snow clearance, gritting and removing obstructions
 - Clear litter and ensure that the school grounds and surrounding areas are maintained in a clean & tidy state.
 - Complete basic grounds maintenance as and when required
 - Complete any reasonable task requested from the Premises Manager

Health and Safety

- To ensure that all working practices comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

Monitoring and Self-Evaluation

- Within the ALP Schools' policies and guidelines, to evaluate work to ensure that it consistently responds to the needs of the schools
- To take action to share areas of strength and remedy any weaknesses
- To work in accordance with all current Health & Safety legislation as well as ALP Schools Ltd existing Policies and Procedures including the Employee Handbook.
- To transport learners and staff in and around Nuneaton, Warwickshire and the surrounding areas as directed by the Head Teacher and Assistant Head Teacher
- To run driving errands as directed
- To provide the administration team with a copy of your current driving licence and to declare any road/traffic convictions.
- To ensure the vehicle is kept in good working order whilst under your care, including various checks (as stated below) before leaving on a journey and via recorded monthly inspections.
 - All lights including indicators, brake lights and number plate lights
 - Reflectors and warning devices
 - Mirrors – ensure they are clean, secure and correctly adjusted
 - Wipers and washers
 - Fuel, oil and water levels
 - Tyre pressure

- Operation of doors and locks to ensure the students are not able to open the doors from the inside.
- Interior including the condition of the seat belts
- Glass – condition and cleanliness
- First Aid and fire extinguisher
- Breakdown membership card and emergency telephone numbers
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- Any other tasks as directed by the Senior Management Team which fall within the purview of the post.
- To maintain effective communication with those who act as a chaperone for learners which being transported

In relation to the learners

- To develop an understanding of the special needs of the learners concerned.
- To take into account the learners' special educational needs and ensure their access to the vehicle is made as safe as possible.
- To build and maintain successful relationships with learners, treat them consistently, with respect and consideration.
- To assist students with physical needs.
- To model good practice.
- To help build the learners' confidence and enhance self-esteem.

Knowledge and Understanding

- To be assisted in developing an understanding of the necessary school processes, policies and procedures.
- To know the legal definition of Special Education Needs and Disabilities (SEND), and be familiar with the guidance about meeting SEND given in the SEND Code of Practice.
- To work as part of the team liaising, advising and consulting where appropriate.
- To support and adhere to school policies and procedures, including those relating to confidentiality, behaviour and safeguarding.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Any other tasks as directed by the senior management team or specialists which fall within the purview of the post.

Personal Development and Well-Being

- To support the school's drive for high standards by treating students with respect and, in turn, promoting the schools ARRRTT philosophy.
- To support and contribute to the school's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
- To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
- To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

Environment and Supervision

- To ensure that the vehicles remain clean and tidy, well presented and welcoming
- To participate in ALP School's duty rota as directed

Key Performance Indicators

1. Refurbishment and maintenance of the school
2. State and repair of the schools
3. Satisfaction of stakeholders
4. Ensuring all children are transported safely, on time and comfortably.
5. Attendance and punctuality

Expectations and Values

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the schools, the post holder will also be expected:

1. Act as an ambassador for Park View and Pierview Academy by supporting our values and expectations.
2. Be a significant presence and role model for students and staff and to meet fully the dress code.
3. Follow and where appropriate enact all relevant policies, procedures and guidelines.
4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors:

- The nature of the work may involve the post-holder carrying out work outside of normal working hours.
- The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is subject to a check being carried out at an Enhanced level by the Data Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

ALP Schools seek to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

Person Specification

Qualifications and Experience

- Experience or skills in a trade
- The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc
- Experience of using risk assessments
- Competent at basic building repairs and maintenance
- Relevant experience of working as a driver within a similar setting (D)
- Over 2 years of driving experience (E)
- Experience of working with clear guidelines, procedures and adhering to child protection (E)

- Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies (E)

- Understanding of working with people with challenging behaviour / complex needs / disabilities. (E)

- Ability to quickly establish relationships with young people, vulnerable people and families with complex needs. (E)

Ability, Skills, Knowledge

- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
- Good communication skills
- Ability to manage own time effectively and demonstrate initiative including establishing priorities
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- Ability to be flexible and work as part of a team or individually as required
- Ability to demonstrate an understanding of children with special educational needs
- Ability to contribute to the life of the school
- Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.
- Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely
- Knowledge of basic car maintenance(E)

- Knowledge of special educational needs and disabilities (D)

- Excellent interpersonal skills with both adults and children. (E)

- Knowledge of the highway code (E)
- Ability to work flexibly in a rapidly changing environment (D)
- Strong understanding of youth and wider community issues (E)
- Excellent interpersonal skills, inc active listening (E)
- Excellent communication skills (D)

Personality and Social Skills

- To have a 'can do' philosophy (E)
- To enjoy working with young people. (E)
- To be flexible, energetic, adaptable and have the ability to use initiative. (E)
- To carry out professional duties in a positive, helpful and courteous manner. (E)
- To have high aspirations and expectations for their students and themselves. (E)
- Committed to raising standards and continuous improvement. (E)
- An empathetic nature (E)
- Mature and professional approach to vulnerable people, families and other professionals. (E)
- Ability to maintain confidentiality in the light of handling sensitive information (E)
- Good communication and social skills, with a good sense of humour (E)
- Ability to work flexibly with reference to time and location (E)
- Ability to cope with difficult interpersonal behaviour and language (E)
- Demonstrate a consistent and positive attitude to challenges (E)

Other Factors

- Full and current driving licence with use of a vehicle for work (E)
- Willingness to drive a company vehicle (E)