

Viking Academy Trust



Job Description

Position: TRUST CARETAKER

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher: *Mjenni*

Date: 05/07/21

Viking Academy Trust

JOB DESCRIPTION: Trust Caretaker

“Empower children through education: One Childhood One Chance”

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Job Title:	Trust Caretaker
Line Manager:	Central Liaison Officer
Pay Grade:	Kent Range 6
Hours worked:	37 hours per week – all year contract

PURPOSE OF ROLE

The Trust Caretaker will ensure that the day to day compliance and maintenance activities within all trust schools, ensuring a consistent and compliant approach to the needs of our schools. You will be required to manage the Premises Teams and monitor the workload of the teams, providing support when necessary.

You'll be required to undertake inspections to trust properties and liaise with or assist the Central Liaison Officer in compiling reports to support the property and estates management function within the Trust.

There is a requirement to undertake security and key holding services for all trust locations, and also to be able to undertake maintenance tasks if required. If necessary, work will be undertaken over the weekends and adjustments will be made to the weekly timetable as appropriate.

Be aware of the principles of Estate Management for schools and the trust.

PRINCIPAL ACCOUNTABILITIES

1. The postholder will follow guidelines and protocol set up by DfE/EFSA to ensure the school environment is used correctly, maintained to a high standard and complies with the Health & Safety requirements.
2. Adhere to the Trust Compliance Calendar and ensure the day-to-day management of Health & Safety across the Trust on behalf of the VAT Trustees.
3. Respond to staff concerns about any Health & Safety concerns quickly and effectively. To ensure emergency procedures are current and timely and to lead on action points determined following testing or monitoring.

4. To act as chief fire officer and implement all fire and emergency evacuation procedures, initiating all scheduled fire drills and coordinating the efforts of other fire wardens. Ensuring that all firefighting equipment is maintained and tested according to regulations.
5. To co-ordinate the maintenance of the school sites and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
6. To oversee the upkeep of playing fields, gardens, and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.
7. To oversee the repair and maintenance of all furniture and fittings.
8. Assist with building/improvement projects liaising with contractors and consultants and ensuring the Trust meets EFSA/DfE guidelines and expectations.
9. The postholder will have responsibility for the effectiveness, work allocation and service delivery of the premises teams across the Trust.
10. When necessary, supervise on-site contractors to ensure the smooth operation of maintenance work on the school site.
11. Ensure the Premises Teams are carrying out repairs and maintenance around the site, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe and an aesthetically pleasing environment is maintained and assist with this area of the role as necessary.
12. Ensure the ongoing maintenance of the security of the sites, for example, opening and closing of the premises including those for lettings, dealing with any problems, attend to all contractors visiting or working on site, to ensure a safe environment. If the premises teams are unable to do this, the task falls under the responsibility of the Trust Caretaker.
13. Be a named key holder for security, ensuring alarm call outs are responded to promptly, ensuring that the premises team understands their responsibility. All three schools have a key-holding service with their respective alarm companies but there may be an occasion where you'll have to respond to an out of hours call-out.
14. Ensure the Premises Team maintain the boiler system and take meter readings to ensure the system is kept running on a day to day basis, meets the needs of the site and that the appropriate invoices are received.
15. Oversee the contract cleaners ensuring best value and good standard of work undertaken.
16. Ensure that the premises teams carry out the effective running of the minibus including MOT, servicing and general day to day management of the vehicle.
17. Ensure the premises teams prepare the school sites for major events such as open days, parent consultations and parent workshops. Ensuring that these dates are diarised in advance and preparations are made before the events.
18. When the necessity arises, work with multi-agencies including Kent Police, Kent Fire Brigade, Thanet District Council and third party contractors specifically regarding the Trust's premises.

NECESSARY EXPERIENCE AND SKILLS

- Background in working in a premises role or building trade experience. Ideally in a fast paced environment.
- IOSH/Alternative Health and Safety qualification or willingness to embark on these qualifications.
- Good energy/sustainability knowledge
- Team management experience
- Ability and experience of using a wide range of machinery
- Good level of communication skills, written and verbal
- Good use of ICT to complement working practices
- Self-motivated, flexible and able to work in a very autonomous way, being able to direct and manage own workload
- A can-do attitude
- Motivated and driven and has the ability to motivate, enthuse and inspire others to deliver service excellence.
- Understanding of health and safety requirements of multiple buildings and the ability to recognise and take action to avoid potential risks under Health & Safety legislation

SCOPE FOR IMPACT

The postholder plays a critical role in the day to day running of the individual school sites and leading the Premises Team across Viking Academy Trust.

JOB CONTEXT

This post of Trust Caretaker is a central role within the Viking Academy Trust.

The postholder will operate within the general policies of the school. Specifically, policies relating to Health & Safety and Risk Assessment. Furthermore, ensuring weekly and monthly plans are in place for fire assessment. The postholder will also operate to a maintenance plan when undertaking specific maintenance projects.

GENERAL

- Comply with and assist with the development of policies and procedures relating to Health & Safety, fire, security, confidentiality and data protection, reporting all concerns to the Heads of School or appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work aims of the School.
- Establish constructive relationships and communicate with other agencies / professionals.
- Attend and participate in regular meetings, particularly the LAB governors meetings.
- Participate in training and other learning CPD activities that are necessary and/or beneficial for the post holder or highlighted through Performance Appraisal as required.

OTHER

Any other task – as requested by Trust Leadership Team and which shall be deemed to fall within the general boundaries of the post.

OTHER RESPONSIBILITIES:

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times.*

Any other task – as requested by the Central Liaison Officer or Trust Leadership Team which shall be deemed to fall within the general boundaries of the post**

PERFORMANCE APPRAISAL

To attend meetings with the Central Liaison Officer / Chief Operations Officer and to participate in the school's annual performance review procedure.

**NB Under no circumstances should staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or a member of the Senior Leadership Team.*

***This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.*

Reviewed and amended July 2021