

# Viking Academy Trust



## Job Description

**Position: CARETAKER**

**Name of Member of Staff:**

**Member of Staff:**

**Date:**

**Executive Headteacher:**

*Mjemi*

**Date:** 16/08/2021

## Viking Academy Trust

### JOB DESCRIPTION: 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.

<b>Viking Academy Trust Base School:</b>	<b>Upton Junior School</b>
<b>Job Title:</b>	<b>Caretaker</b>
<b>Pay Grade:</b>	<b>Kent Range 3</b>
<b>Hours worked:</b>	<b>37 hours per week - 52 weeks</b>

#### **SUMMARY OF JOB**

The caretaking role is to ensure the security of the establishment, to provide a cleaning and general maintenance service within the school site, and its grounds in accordance with Health & Safety regulations. The caretaker will ensure that the facilities are in the best possible condition, able to support curricular needs and are suitably equipped to generate income for the school through external lettings.

If necessary, work will be undertaken over the weekends and adjustments will be made to the weekly timetable as appropriate.

The postholder will operate within the general policies of the school. Specifically, polices relating to Health & Safety and Risk Assessment.

#### **JOB CONTEXT**

This post operates within the Viking Academy Trust, employed as a Caretaker, working within the Viking Premises Team. The Postholder will also be responsible for covering any premises related absences that arise across the Trust and assisting with Trust project work.

## MAIN DUTIES

- To undertake daily health and safety walks to identify issues and to report these matters using the Key Survey Form 'Daily Health, Safety and Premises Checklist', adding any issues that cannot be dealt with straight away onto the Premises Development Plan. Major Health and Safety concerns should be reported to the COO/Head of School immediately.
- As the main key holder, be responsible for the security of the school premises.
- Drive the school minibus for the daily collection and for any other journey that is required.
- Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- Undertake and record regular checks on play equipment, legionella risk, alarm systems, ladders and fire extinguishers and report any problems arising.
- Identify and report building, furniture or fitting deficiencies and to undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors.
- Identify, plan and implement agreed maintenance priorities on the Premises Plan including and co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- Undertake range of handyperson duties (i.e. those not requiring a qualified craftsman) that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings and small-scale improvements, repairs to taps and cisterns, fitting shelves/notice boards etc.)
- Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work.
- Monitor usage of fuel, electricity, water and take meter readings.
- Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate.
- Be responsible for general tidiness and safety of outside areas including:
  - Keep drains clear of obstructions.
  - Ensure safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather.
  - Treat car park and playground areas with salt/grit as appropriate.
  - Ensure yard and steps are free from leaves, moss and mud.
  - Keep signage clean and free from algae.

- Check trees for broken/ overhanging branches that could pose a safety risk.
- Maintain, if required, tubs and planters around school.
- Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available.
- Deal with blocked toilets and blocked drains.
- Set out/put away furniture for school events/breakfast clubs etc and undertake general portering.
- Make appropriate arrangements for the collection of school waste.
- Regularly clean designated areas of the school building and grounds according to instructions.
- Deep cleanse carpets at least once per year.
- Power wash classroom chairs/dining room chairs at least once per year.
- Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs and woodwork to ensure the site is a safe environment for students, teachers and visitors.
- Maintain the security of the premises by opening and closing premises (including times for lettings), checking and replacing CCTV tapes (where applicable), repairing doors, latches and fences to maintain a safe environment.
- To cover staff absences at other VAT schools during holidays as and when needed.

### **SPECIFIC DUTIES:**

#### **1 CLEANING**

- Assist the cleaners, and cover for any absences, in general cleaning of the premises i.e. buffing wooden floors and to ensure a tidy appearance is maintained.
- To undertake cleaning duties to for the tidiness of paths, drives and other hard surfaces within the school grounds.

#### **2 GENERAL SCHOOL MAINTENANCE**

- The repair and maintenance of buildings & equipment when necessary.
- Schedule of work/improvements during holidays.
- Assist in monitoring the boiler to ensure it is kept running on a day to day basis to meet the establishments needs.
- Assist in taking meter readings from appropriate sites around the school.

#### **3 SITE SECURITY**

- Responsibility for the security of the school including locking and unlocking.

- Ensuring that vehicular access is safe.
- To attend the school at the request of the Police and/or security company in response to alarm calls.
- To carry out banking duties as and when required.

#### 4 LETTINGS

- To assist with the unlocking and locking of the school for the purpose of lettings, in discussion with the COO/CFO
- To monitor the condition of the school facilities following lettings and to report defect to the COO/CFO

#### 5 GOOD AND DELIVERIES

- To check the delivery notes of goods and distribute appropriately when requested.
- To monitor the condition of goods delivered and report defects to the Finance Officer.

#### 6 HEALTH AND SAFETY

- To assist with electrical (PAT) testing on a rolling programme.
- To report any H & S issue directly to the Head of School.
- To attend H & S training when available.
- Comply with the requirements of Health and Safety at Work regulations.
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines.
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out.
- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Head teacher or other senior person.

#### RESOURCES

- Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary.
- Seek out new resources that will improve the cleanliness and enhance the school.
- Understand how to operate school alarm and CCTV systems. Training will be arranged as necessary.

## **Knowledge and Skills**

- Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements.

## **Supervision and Management**

- The post holder will often be required to work without direct supervision i.e. during school holidays, following lone working guidelines as necessary.
- The post holder will be responsible for supervising and having oversight of the work of the cleaner(s).

## **Key contacts and relationships**

- Build positive relationships with school staff, responding willingly to reasonable requests for assistance.
- Be prepared to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu e.g. Open Evenings, Concerts.

Some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

## **SCOPE FOR IMPACT**

The postholder plays an important role in the day to day running of the site.

The postholder will be able to collaborate with the Premises teams across the VAT.

## **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\*.

Follow the Safeguarding policies and procedures set out by the Viking Academy Trust.

Any other task - as requested by a member of the Trust's Leadership Team which shall be deemed to fall within the general boundaries of the post\*\*

## PERFORMANCE APPRAISAL

To attend regular staff meetings and to participate in the school's annual performance review procedure.

*\*NB Under no circumstances should a 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 a member of the 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 September 2019