

# Caretaker



The Stour Academy Trust

Job Description

# Introduction

***The Stour Academy Trust puts the needs of children at the heart of our decision making – children come first.***

Established in 2012, The Stour Academy Trust are a primary school sector only Trust, for children aged 4-11 years. The well-being of our pupils is our number one priority. Our foundations have been grown first before expansion. We will only expand when we have the capacity to do so.

## **Core Purpose:**

The Trust's ultimate goal is to improve outcomes for children. Therefore, we develop highly skilled back-office teams, using the latest technology, to support the teaching and learning team so they are free to focus on the core task of teaching, to ensure the best outcomes for all children

## **Values:**

We value children's well-being and their education above all else. We put the needs of children at the heart of our decision making – children come first.

## **What drives us?**

We have a moral obligation to provide children with the highest standard of teaching and learning.

Leading with a strong vision and clear direction gives our Trust a tremendous opportunity to build on our strengths, become more distinctive and in an ever-changing environment, remain relevant and strong.

The Trust prides itself on the ability to build effective teams which go on to support collaborative approaches to working at all levels, encouraging openness and sharing of ideas. As a Trust we have established a supportive ethos across the MAT promoting a culture of common accountability among all employees. We are not afraid to move out of our comfort zone and our pro-active 'can-do' philosophy seeks out solutions to overcome barriers with a sense of urgency. The Trust staffing structure focuses on high standards throughout the establishment, ensuring succession planning at all levels of leadership and within our outstanding teams.



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**Post:** Caretaker

**Reports to:** Trust Premises Lead

**Liaising with:** Head teachers, Senior Leadership Team, Office Managers, staff, pupils, contractors

**Purpose:**

Under the direction of the Trust Premises Lead, the caretaker is to be responsible for the day to day maintenance of the school so as to provide an appropriately safe and secure environment for the education and wellbeing of pupils, staff and visitors. The caretaker is responsible for the security, improvement, maintenance and cleanliness of the academy building, grounds and machinery.

**Specific Responsibilities:**

- Ensure the maintenance of the school premises, site, buildings and equipment to minimise risks to the health and safety of staff, pupils and visitors.
- To provide a building maintenance / refurbishment service.
- Carry out responsibilities with due regard to Trust policies, organisation and arrangements for Health and Safety at Work.
- Provide quality induction and on-the-job training to members of the wider team.
- Contribute towards the efficient operation of the school site in accordance with the Trusts policies, individual site policies and in particular those relating to the Health and Safety at Work Act 1974. This includes supporting the Principal and Finance Assistant to maintain the inventory and asset register.
- Unlock and lock premises where applicable, carry out initial inspection of site for vandalism or items requiring building maintenance. Ensure security of all windows, doors and gates. Switch on/off lights as appropriate.
- Set intruder alarm and initiate response procedure following alarm activation including acting as key holder for out-of- hours activation.
- Provide access to the academy site out of hours as requested.
- Inspect the site to identify building defects (service, repair, decoration), initiate and progress work orders and the maintenance of appropriate records.

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## **Specific Responsibilities:**

- Advise the Finance Assistant when work is completed by contractors so that invoices can be passed where satisfactory.
- Inspect and carry out repairs as qualified and maintain decorations and reinstatements to fabric and other fittings where appropriate.
- Carry out regular health and safety checks (i.e. fire alarms, sprinklers, water testing, playground equipment, hazards around the site and potential unsafe practices) reporting the findings to the Trust Premises Lead
- Complete relevant risk assessments,
- Undertake termly visual checks of electrical appliances.
- Remove graffiti (excluding that requiring removal by specialists).
- Maintain records of the servicing and testing of firefighting equipment and alarms.
- Inspect, check and clean blockages in sink waste traps, toilets and clean areas affected which occur during normal school hours
- Undertake emergency action to minimise the effects resulting from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies.
- Discuss and identify with the Trust Premises Lead minor building and decorating work to be done.
- Monitor standards of cleaning provided by the academy's cleaning staff or contract cleaners and raise these with the the Trust Premises Lead if necessary
- Undertake daily cleaning of agreed areas of the academy where there is a health and safety risk or additional cleaning and/or deep cleaning is required due to viruses or outbreaks.
- Ensure toilets are cleaned when necessary
- Inspect and replenish soap, toilet paper and paper towels.
- Maintain records of any hazardous materials on the school site and ensure that Health and Safety guidelines are followed.
- Liase with the Office staff and/or Trust Premises Lead to order resources
- Take down/re-hang curtains/blinds below 3.5 metres subject to maintenance of safe systems of work, where no specialist contractors are required.
- Maintain a litter-free environment as far as is practicable, emptying external waste bins and remove internal rubbish as necessary.
- Ensure bins are locked and meet health and safety requirements re. distance from building



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- Clear snow to main routes of access/exits as far as is reasonably practicable.
- Order resources required and salt main pathways to ensure safe access/exits for pupils and staff.
- Ensure the care and operation of the heating plant and general cleanliness of the boiler room, reporting any defects as appropriate and ensuring adequate supplies of fuel are available where required.
- Carry out regular checks and maintenance of drains and gullies to ensure they are free flowing and clean.
- Monitor the efficient use of fuel, electricity and water, carrying out meter readings as necessary.
- Handle the receipt and portorage of light goods and materials, using trolleys where appropriate and following any manual handling procedures recommended.
- Set out and put away furniture for assembly, lunch, meetings and other functions as required.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedures and the Trust's safeguarding policy
- Carry out all activities in accordance with The Stour Academy Trust's Policies
- Participate in and support the Trust performance management policy
- Undertake other tasks commensurate with the post as directed by the Central Office Manager Lead / HR irector and/or COO
- Promote a positive ethos of the school and The Stour Academy Trust.

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Trust Premises Lead / COO to carry out appropriate duties within the context of the job, skills and grade.**

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