

**NUAST  
Job Description**

<b>JOB TITLE</b>	Caretaker
<b>HOURS OF WORK:</b>	<p>Full time, 37 hours per week – working in a shift pattern that supports cover from 6.30am to 6.30pm including an early and late shift weekly rotation of hours.</p> <p>Hours of work 6.00am-2.00pm Monday-Thursday and 6.00am-1.30pm Friday (week 1)</p> <p>Hours of work 11.30am-6.30pm Monday-Thursday and 11.30am-6.00pm Friday (week 2)</p> <p>Additional overtime may be required on a time to time basis to provide cover for open events and lettings.</p> <p>Whole year round/52 week role</p>
<b>SALARY SCALE:</b>	Scale 4 £18,070 to £20,138
<b>CONTRACT TYPE:</b>	Permanent

**Reports to:** Principal

**Job Purpose**

To work closely with the Senior Leadership Team and Office Manager/PA to Principal in:

- Ensuring delivery of an effective and efficient site, and application of best practice security and safety processes.
- Working closely with the Senior Leadership Team and other support staff (in particular the Office Manager/PA to Principal) to ensure Academy premises and support needs are met.
- Ensuring a safe place and environment which provides the best possible support for teaching and learning activity.

**Responsibilities**

The post holder will:

- Have responsibility for ensuring an effective and efficient caretaking, cleaning and maintenance service is delivered across whole school.
- Ensure the security of premises and grounds including opening and locking up, responding to alarms and making the building secure if necessary in emergency situations out of hours.
- Ensure the ongoing maintenance of plant and equipment, and the building site including:

- Heating, air management and other key systems, and ensuring boilers and other key related equipment are serviced and maintained in accordance with regulations
- Carrying out and recording regular checks on water outlets, and other key infrastructure, as per best practice and formal risk assessment
- Carrying out and recording regular checks on fire equipment as per best practice and the fire risk assessment
- Ensuring external grounds are kept clean, tidy and safe including emptying litter bins, cleaning drains, salting hard surfaces and moving snow as required
- Completing, or as appropriate overseeing minor building works, including obtaining quotes where needed, agreeing budget with line manager and monitoring contractors to ensure safe implementation including compliance with H&S and safeguarding requirements
- Planning and delivery as agreed with line manager of proactive and reactive maintenance supporting repair, renewal and improvement of premises.
- Work with line manager, review and then work within scope of H&S risk assessments, ensure safe working by self and contractors on site, and ensure the safety of others who may be affected by activities carried out on the site.
- Ensure supplies maintained on site and correctly stored and used in line with H&S requirements.
- Carry out caretaking and manual handling duties as required to ensure the needs of the school are met including moving furniture, equipment, setting out of spaces around the building for example.
- Undertake cleaning duties including glass and windows; removing graffiti; line managing the cleaning team as needed (where services are outsourced) to ensure that all areas, including classrooms, toilets, corridors and halls are clean and tidy at all times.
- Provide call out, open and close and essential health and safety checks.
- Comply with the policies and procedures of the organisation and wider trust and undertake regular training as required by the Senior Leadership team.
- Be available to attend in the evenings or weekends when necessary for extra-school activities/to ensure safety and security of site.
- Comply with the policies and procedures of the organisation regarding safeguarding and welfare of children.

### **Generic Requirements**

- It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties
- All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Principal.

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Person Specification**

REQUIREMENT	Essential	Desirable
<b>Experience</b>		
GCSE English and Maths at grade A* - D or equivalent	*	
Relevant trade qualification or craft skills		*
Experience of a similar role		*
Practical skills – hands on maintenance skills	*	
Experience of working with children/young people within an educational context appropriate to the role		*
Understanding of buildings systems and maintenance or willingness to train	*	
<b>Skills and abilities</b>		
Able to plan and prioritise own workload	*	
Able to work in a team and in collaborative partnerships	*	
Ability to use initiative and work with minimum supervision at times	*	
IT skills - the successful candidate will need to work with a building management system, and communicate effectively using email	*	
Ability to undertake manual handling tasks and to work at height both safely and within regulations		*
Ability to undertake repairs, painting and decorating tasks to a good standard	*	
Understanding of and ability to work with Health and Safety regulations and best practice - ability to undertake simple H&S risk assessments and manage H&S risks with legislation knowledge and COSHH		*
<b>Skills and abilities - other</b>		
A positive and flexible approach, open to challenges	*	
Customer focused	*	
Ability to maintain accurate records	*	
Good communication and interpersonal skills, able to engage with senior leaders and other staff effectively	*	
Committed, enthusiastic and willing to help others	*	
Willingness to take on and develop new skills to support performance in the role	*	
<b>Equal Opportunities</b>		
Commitment to equal opportunities and diversity in the performance of duties	*	
<b>CPD</b>		
Evidence of commitment to own professional development		*