



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Job Title: Caretaker

Pay Scale: NJC 5 – 10

Hours: 25 hrs per week

Location: Jubilee L.E.A.D. Academy, Highwood Avenue, Bilborough, Nottingham, NG8 3AF

Line Manager: The Site Manager

Job purpose:

- Working under the direction of the Site Manager, deliver caretaking services to all buildings forming the academy site, ensuring a safe and secure environment.
- To be responsible for promoting and safeguarding the welfare of children and young people within the academy.

Duties and Responsibilities:

Security

- To act as a primary key holder.
- Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
- Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).
- Lock/unlock premises and check for vandalism/break-ins.
- Liaise with emergency services (eg Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
- Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
- Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises Section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
- Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
- Make safe gas, water and electric power when locking up.

Cleaning

- Responsible for the day to day cleaning of a designated area of the building and site in conjunction with the relevant agreement.

- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- To clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from hard / soft ground areas related to the site.
- Remove graffiti from internal and/or external walls, windows etc, using appropriate cleaning equipment and materials.
- Monitor and provide reports on cleaning standards and follow up.
- Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.
- Transport refuse to bin/skip areas from agreed collector points.
- Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
- Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
- To clean floors, potentially of a wide variety of different surface materials, by hand and/or machine and using a variety of cleaning products and chemicals.
- To clean furniture, fittings, soft furnishings and equipment.
- To clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas.
- To refill and replace relevant consumables, for example, toilet tissue, hand towels etc.
- To clean at height, including vertical surfaces, walls, doors and partitions, which may include cleaning glass and working off steps and/or stepladders, moveable towers and scaffolding.
- Responsible for the periodic stripping and resealing of hard surface floors.

Portering

- Undertake any necessary portering duties in line with correct handling policies.
- Assist with deliveries, ensuring the correct storage and distribution of all goods.
- Move furniture, equipment, plant, supplies and stores in accordance with current health and safety standards.

Health and Safety

- To take appropriate action to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment.
- Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
- To ensure duties are undertaken in accordance with The Trust's health and safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with health and safety protocols.

General Duties

- Provide induction training and continual guidance to familiarise any Assistant Caretakers (where applicable) with agreed procedures and working practices
- To impart special skills and knowledge to others colleagues as appropriate.

- Set out/put away furniture and equipment for functions, meetings and exams.
- Arrange temporary signs in car parks and buildings as necessary.
- Deal with lost property in accordance with agreed procedure.
- To work as part of a team and form good relationships with other colleagues.
- To maintain confidentiality over matters relating to the academy, pupil, staff or parents.
- To respond in a courteous manner to enquiries from the academy community and external visitors as appropriate.
- Actively participate in any appropriate training when required.
- To complete academy based induction and any subsequent training required to improve performance.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and working together in relation to child protection and safeguarding children and young people.

Administration

- Develop and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker (where applicable).
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.
- Collect or buy goods as required for the efficient completion of any caretaking or maintenance job.
- Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- To monitor all energy and water services usage and to be aware of the spending under these budget headings.
- Responsible for obtaining equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.
- Accompany Clerical Staff with internal transfer of cash. Pay into bank school cash as required.
- Caretaker to provide sickness/absence cover for Assistant Caretakers (if applicable).

Maintenance

- To monitor all contractors' personnel on site and ensure that work is satisfactorily completed.
- Accompany contractor on/off site as necessary.
- Maintain and refer to the Log Book for maintenance jobs to be undertaken.
- To identify and report any repairs, maintenance or replacements that require rectification.
- Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary.
- To carry out basic maintenance work following appropriate training.
- To ensure that arrangements for the maintenance, minor repairs and modifications are effected as quickly as possible.
- To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building equipment and furniture.

i.e. General maintenance of building:-

- Plumbing i.e. leaking taps
- Joinery i.e. boarding up broken windows
- Painting/Decorating
- Plastering to small areas.

- Reglazing to ground floor level.
 - Electrical i.e. make safe broken light switch/sockets plugs.
 - Tape over or isolate from further use. Report repair at earliest opportunity
 - Gas leaks etc isolate, turn off gas supply. Report repair at earliest opportunity.
 - Others as necessary within the capabilities of the postholder.
- Clean lights and light fittings.
 - Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.
 - Fuse Boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.

Influencing and Managing Relationships:

- Headteacher
- External Contractors
- Parents and carers
- Staff

Other Academy Specific Responsibilities:

- Liaise with the Nursery Manager as required
- Distribute milk and fruit to KS1

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Caretaker Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> Numeracy and literacy skills with an ability to keep accurate records Further education qualifications in related fields, e.g.: health and safety training or maintenance qualification 	E	D
Skills and knowledge	<ul style="list-style-type: none"> IT literate and able to operate software (eg: Microsoft Office, internet) at a basic level Knowledge of a skilled trade e.g. Electrician, Carpenter or plumber Knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation such as health and safety Good verbal and written communication skills appropriate to the need to communicate effectively Self-starter, with and ability to work independently & use own initiative to overcome obstacles Ability to build and form good relationships with students, colleagues and other professionals Able to follow direction and work in collaboration with line manager, leadership team and the Trust's Facilities Team 	E E E E E E	D D
Experience	<ul style="list-style-type: none"> DIY and/or grounds maintenance experience Experience of working in a school or similar establishment Willing to undertake a range of training Experience of security and safety, including use of intruder and fire alarm systems 	E E E E	
Personal Attributes	<ul style="list-style-type: none"> Good organisational skills. Have an openness to learning and change Have a positive attitude to personal development and training Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility Recognition of the importance of personal responsibility for health and safety 	E E E E E	
Additional Requirements	<ul style="list-style-type: none"> Driving licence and access to own vehicle 		D

	<ul style="list-style-type: none"> • Ability to reach, bend and carry out some heavy lifting • Able to attend out of hours emergencies or provide cover where required for absent colleagues • Able to work flexibly to meet deadlines and respond to unplanned situations • this role is subject to an enhanced DBS 	E	D
--	---	---	---