

## JOB DESCRIPTION

**Job title:** Caretaker/Site Staff

**School:** Multiple Sites

**Reports to:** Estates Manager – Southern Academy Trust

**Hours:** **up to 37 hours per week / 52 weeks per year**  
Will include hours outside of the normal working day  
Including some evenings and Saturdays on a rota basis

**Grade:** Grade 6, £18,319 - £19,819

### Main job purpose

To carry out a wide range of duties to provide general security and maintenance across the various premises within Southern Academy Trust.

The post holder will be required to work on a rota basis (approximately once every 4/5 weeks) which shall include weekend working.

The role will include the supervision of letting services, organisation of the hiring of school premises, computer related tasks and may on occasions require the post holder to work outside of normal working hours.

### Main responsibilities and duties

The post holder must, at all times, carry out his/her duties and responsibilities in accordance with the aims of the Southern Academy Trust and in such a manner as to enhance the good reputation of the Trust.

### Security

When on duty to ensure the school premises and equipment are safe and secure at all times by: -

- Being responsible for the opening and securing of school premises.
- Reporting breaches of security.
- Responding to security alarm or other call outs in accordance with agreed procedures.
- Reporting cases of illegal entry to the Facilities Manager and Police.
- Securing valuable items of equipment left unsecured.
- Ensuring internal/external security lights are operating.
- Preventing trespass, including challenging identity of unknown persons.
- Ensuring that unauthorised parking of vehicles does not occur.

### **Premises Maintenance**

- To undertake a range of handyman duties as directed by the Facilities Manager across the SAT's sites. Depending on the post holders skills and experience this may include painting and decorating; repairs to fixtures and fittings; small scale improvements and general maintenance.
- To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
- To identify and report building, furnishing or fittings deficiencies to the Facilities Manager and to take remedial action that may be authorised and appropriate.
- To be responsible for the general tidiness and safety of the outside areas; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
- To monitor usage of utilities and take meter readings as required.

### **Health and Safety**

- To check trailing leads and cables.
- To report any electrical faults arising, switches etc. and to report defective electrical items.
- To check all high access equipment (ladders etc.)
- To ensure the safe storage of chemicals and other materials.
- To report any dangerous or hazardous occurrences, taking appropriate action.
- To conduct water hygiene testing as appropriate
- To undertake PAT testing as appropriate
- To ensure the "EVERY" management program is kept up to date.

The above tasks and additional tasks to be undertaken in compliance with the SAT's Health and Safety Policy.

### **Mini Bus Driving**

- To convey students safely to and from Shaftesbury School and other establishments, in accordance to agreed principles and guidelines, under the direct supervision of the line manager.
- To conduct daily minibus checks to include oil, water, tyre pressures/condition to ensure correct levels are maintained. Fuel the minibus as necessary and keep the vehicle in a clean and tidy condition.

### **Porterage**

- To take delivery of goods and equipment and arrange storage or distribution as required.
- To move and set up/take down furniture and equipment.
- To collect and deliver items to and from local venues, including timber and hardware stores.

## Cleaning and janitorial

To assist in the cleaning of the SAT's premises and grounds.

- To keep all areas of the grounds and buildings free from litter, including flowerbeds and boundary fences and hedges.
- To assist the cleaners in the general cleaning of the premises.
- To empty litter bins and to remove rubbish from around the sites.
- To clear and remove offensive substances left in school grounds e.g. by animals
- To dispose of unwanted materials, furniture and equipment as necessary.
- To clear dustbin areas.
- To ensure that graffiti, spillage etc., are removed promptly.
- To ensure that toilet paper and soap are replenished as appropriate

## Lettings

Whilst on duty: -

- To ensure that premises are in a satisfactory state prior to the letting.
- To be on the premises to meet the hirer.
- To inspect the premises after lettings, reporting any incidents of damage.
- To reinstate any hired area.
- To help set up any equipment needed during the letting that belongs to the SAT – the test of reasonableness must apply.
- To carry out security patrols needed during the letting.

## General Duties

- To be “on call” during working hours and to carry a radio to assist location when needed.
- To establish and maintain good relationships with students, parents/carers, colleagues, visitors, contractors and other professionals.
- To report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- To be a first aider (training will be provided).
- To attend relevant meetings and training.
- Ensure that confidentiality is adhered to at all times.
- Ensure that all duties are undertaken within agreed SAT policies and procedures.

## Working environment

Lifting is required. Routine maintenance may include the movement and handling of cleaning equipment, machinery and furniture.

Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets including clearance of bodily fluid and vomit.

Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to the sites when snow or ice occur.

**Supervision and management**

The postholder will often be required to work without direct supervision.

The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the CEO.

**Other duties**

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Southern Academy Trust.
2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
3. Uphold and promote the values and ethos of the academy.
4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Signed .....

Date.....

Manager Signed..... Date.....