**SEPTEMBER 2020**

Albany Learning Trust

Caretaker/ Assistant site supervisor Application pack

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| **Albany Learning Trust**  **Caretaker / Assistant Site Supervisor**  **Scale 4 £19,554**  **Shift work - 37 hours per week (Negotiable)**  **Evening and some weekend work required**  **Local Government Pension Scheme**  We require a Caretaker / Assistant Site Supervisor to join our team.  Albany Learning Trust is looking to recruit a Caretaker / Assistant Site Supervisor to join a highly successful team and help manage the site at Chorley New Road Primary School.  The successful candidate will join the Trust at an exciting time:   * We are a Living Wage Employer. * The current Ofsted reports of both schools recognises they are good with outstanding features. * Behaviour of students in both schools is excellent. * Albany Academy hosts several local groups. * Chorley New Road Primary School is seeking to increase the lettings of its recently opened school building.   The successful candidate will:   * have a conscientious attitude towards work duties. * work well with all colleagues. * be able to maintain a high standard of work. * be willing to increase their skills as necessary with the required training. * be enrolled in the Local Government Pension Scheme. * be able to access the cycle to work and tech scheme.   Application documents are available to download in the vacancies section of the school website [www.albanyacademy.co.uk/vacancies](http://www.albanyacademy.co.uk/vacancies)  Apply online by the closing date of midday, on Thursday 24th September 2020 to [vacancies@albanyacademy.co.uk](mailto:vacancies@albanyacademy.co.uk).  Interviews will take place on Friday 25th September 2020. |

ALBANY Learning Trust

**JOB DESCRIPTION**

**DEPARTMENT Estates**

**JOB TITLE Caretaker /Assistant Site Supervisor**

**SALARY Scale 4 £19,554**

**RESPONSIBLE TO Estates Manager**

**KEY PURPOSE:**

This post contributes to continuous improvement in young people’s learning experiences. You will set a positive personal example of a friendly and respectful service, and have a special regard for the development and needs of young people. Specifically, as Assistant Site Supervisor this will be achieved through excellent attendance, punctuality and high quality performance in relation to planning, preparation, and implementation of your work. Under the guidance of the Estates Manager you will be responsible for the day to day maintenance of the school in addition to being a designated key holder.

**PRINCIPAL DUTIES:**

**STAFFING**

* To take part in a programme of staff development and appraisal. To attend courses where necessary.
* To carry a school mobile phone ensuring it is switched on at all times when on duty

**SECURITY**

* To be a designated key holder for the schools
* To ensure buildings are opened as required each day and locked and alarmed as required at night
* To share responsibility with other colleagues within the Estates Team for security of the buildings
* To liaise with the Estates Manager on all aspects of the intruder and fire alarm systems, ensuring that they are maintained in working order, carrying out daily, weekly and general routine checks and keeping a log of the same
* To ensure all contractors on site have reported to the main school receptions

**HEATING SYSTEM AND ENERGY CONSERVATION**

* To have oversight of the setting of the controls on the heating system.
* To ensure the systems are switched on for appropriate periods, having regard for the need to maintain healthy working temperatures and the economic use of fuel
* To inspect, maintain and be responsible for Health & Safety Regulations and cleanliness in the Boiler Rooms
* To have an overview of energy conservation in general

**REPAIRS AND MAINTENANCE**

* To be responsible for routine maintenance of the building internal and external. This would include:
  + Undertake decoration and routine painting
  + Undertake joinery works inclusive of routine maintenance, ie fitting new doors, handles etc
  + Unblock sinks, hand washbasins, toilets (urinal and w.c. pans) and waste traps
  + Replace tap works, check and adjust ballcocks
  + Refit and lubricate door and window furniture
  + Fit and refit coat hooks, shelves, display boards and notice boards
  + Maintain and repair curtain fittings
  + Sand down, re-varnish desks and table tops
  + Maintain and clean, white boards
  + Make safe broken windows by effecting temporary boarding up
  + Inspect all toilets after break and lunch each day and take appropriate remedial action if necessary
  + Ensure all toilet cubicle doors are permanently fitted with working bolt locks
  + Remove or paint out all forms of graffiti on site as necessary
  + To maintain all lighting as and when required inclusive of cleaning and changing of tubes / bulbs
  + To maintain all drains in and around school
* Bring to the attention of the Estates Manager any issues of maintenance and repair that need attention
* To ensure that the Maintenance Reports are checked daily and acted upon

**OUTSIDE DUTIES**

* To maintain the external appearance of the buildings and their grounds
* To have general oversight of systematic removal by external agencies of all unwanted material from school site in consultation with the Estates Manager.
* To ensure that waste is removed by external agencies
* To make sure that waste bin areas are kept tidy, brushed and hosed down on a regular basis
* To clean leaves from school grounds and pavements at front of school as required seasonally
* To treat pathways, school drives, steps and car parks with rock salt during periods of inclement weather

**LITTER MANAGEMENT**

* To ensure that sufficient litter bins are placed appropriately and regularly emptied within the school grounds
* To ensure that there are sufficient litter bins appropriately placed inside the school buildings
* To ensure that all litter is collected from school grounds as required

**CLEANING RESPONSIBILITIES**

* To assist the Estates Manager in ensuring that the cleanliness of the school is maintained on a daily basis where necessary
* To report to the Estates Manager any issues in relation to the cleanliness of the school
* To undertake emergency cleaning requirements during the course of the school day whenever necessary

**LETTINGS**

* To share with other colleagues within the Estates Team any cover for out-of-hours lettings

**HEALTH & SAFETY**

* To be aware of the importance of Health & Safety issues
* To give priority to matters which cause concern from a Health & safety perspective, ensuring urgent steps are taken to remedy any defects, involving other individuals and agencies where appropriate
* To ensure that all COSHH requirements are adhered to at all times
* To assist the Estates Manager and other members of the Estates Team in ensuring the appropriate location and working conditions of the fire fighting equipment and emergency lighting systems. In particular, as follows:
  + To ensure appropriate siting of all fire fighting equipment
  + To ensure that all firefighting equipment is in first rate working order
  + To assist the Estates Manager in carrying out monthly checks and document that:
    1. All firefighting equipment is in place and in perfect working order
    2. All fire exit green arrow signs are in place and maintained around school
    3. All classrooms, staffrooms, halls, corridors, toilets, offices and all other areas of school display Fire Alarm Procedure Notices
* Furthermore, to ensure that aspects of A, B and C are rectified, replaced and repaired as necessary.

**MISCELLANIOUS**

* To deliver incoming goods to the correct department
* To distribute and re-locate equipment at the request of the Estates Manager or Head Teacher
* To set up and remove/re-arrange furniture according to the request of the Estates Manager or Head Teacher. This would include amongst other things, setting up and re-arranging the School Hall on a regular basis for school events
* To be flexible with regards working hours to enable cover of out-of-hours activities run by the school e.g. homework clubs, revision classes, staff meetings, departmental meetings, award ceremonies etc., for which additional payment will be made
* To carry out any other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable request by the Estates Manager or Head Teachers
* In the event of emergency contact Estates Manager and take necessary remedial action
* Drive the minibus to take students to events as required

**HEALTH & SAFETY**

In line with the Health & Safety at Work Act colleagues should be aware of the duty of care and follow reporting procedures as determined by the Governors.

The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Governors of Albany Academy will expect to revise the job description from time to time and will consult the post holder(s) at the appropriate time.

***Maintenance courses are available and are expected to be completed.***

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| Person Specification **An enhanced Disclosure and Baring Service (DBS) clearance is an essential requirement**  **A job offer will be subject to a satisfactory full medical check** | | | | | |
| PERSON SPECIFICATION: Maintenance Operative | | | | | |
|  | **E =** Essential, **D =** Desirable HI = How Identified | **E** | **D** | **HI** | Comments |
| **Qualification** | Educated to GCSE/O Level Standard or equivalent industry qualifications. | √ |  | A/R |  |
|  | Driving Licence | √ |  | A |  |
|  | Qualified in a discipline such as painting, plumbing, joinery and / or electrics |  | √ | A/R |  |
| Experience | To have held a similar position with at least two years experience in a number of disciplines, eg painting, joinery, plumbing and electrics. | √ |  | A/I/R |  |
|  | Experience of working in a school environment. |  | √ | A/I/R |  |
|  | Evidence of successful team work | √ |  | A/I/R |  |
|  | Evidence of the ability to prioritise work | √ |  | A/I |  |
| **Skills** | Practical ability in a range of maintenance skills, ie painting, joinery, plumbing and electrics. |  | √ | A/I |  |
|  | A professional discipline or excellent all round DIY skills. | √ |  | A/I/R |  |
|  | Ability to identify problems and the appropriate solution. Involving external contractors when necessary. | √ |  | A/I/R |  |
|  | The ability to work under your own initiative and think and act flexibly. | √ |  | I |  |
| **Personal Qualities** | A commitment to comprehensive education and an understanding of how this role can contribute to this. | √ |  | A/I |  |
|  | An understanding of school policies and procedures and a commitment to safeguarding. | √ |  | A/I/R |  |
|  | Ambition to succeed, develop and engage in continuous Professional Development | √ |  | A/I |  |
|  | Self-motivation with good organisation skills and ability to show initiative and work under pressure. | √ |  |  |  |
|  | The ability to establish good working relationships with staff . | √ |  | A/I/R |  |
|  | To be committed to an honest, helpful, hard working approach | √ |  | I |  |
|  | A flexible approach to duties and working hours | √ |  | A/I/R |  |
|  | A very good record of punctuality and attendance. | √ |  | R |  |
| **KEY: A= APPLICATION, I = INTERVIEW, R = REFERENCE** | | | | | |



Albany Learning Trust

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