



Academy:	Watergrove Trust
Location:	Varied across the Trust
Section:	Associate Staff
Job Title:	Caretaker
Hours of Duty:	Casual basis - as and when required, mainly during school holidays
Grade:	Grade 5 £14.02 - £15.26 per hour.
Accountable To:	Headteacher and Trust Estates Team
Accountable For:	Security of the building and resources. Coordinating contractors and sharing Health and Safety information with them.
Any Special Conditions of Service:	<p>The Caretaker will be a "key holder"</p> <p>Caretakers should not leave the premises during duty hours without notifying the appropriate delegated person(s), or by prior arrangements with either of these persons.</p> <p>All posts require enhanced DBS clearance prior to appointment.</p>

PURPOSE AND OBJECTS OF THE JOB

To undertake duties concerned with the maintenance and care of the premises both internally and externally, so as to ensure a safe and satisfactory working, learning and recreational environment for all who use the premises and grounds in accordance with health and safety and Trust regulations. This will include heating, lighting, cleaning, security, maintenance, portering and other duties arising from the use of the premises, hard surfaced areas and grounds.

Control of Resources

Equipment/Materials

The receipt of store, furniture, materials, laundry, fuel and other supplies/equipment and, where appropriate, to arrange the removal of such items from the Academy/building as authorised by the responsible person.

Health/Safety/Welfare

Work in accordance with the Trusts' Health and Safety policy.

Relationships (Internal and External)

Dealing with enquiries from and liaison with all staff (both of the Academy/building in particular and the Academy in general), students, contractors and other work persons on the premises, and generally with members of the public as necessary.

Responsibilities

The postholder must -

- (i) Perform their duties in accordance with the Trust's Equal Opportunities policy.
- (ii) Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post.

Principal Duties

- 1. Security of the premises both internally and externally including the operation of fire/burglar alarms, acting as keyholder.
- 2. Academy/building contents when practicable are to be left as secure as possible.
- 3. Cleaning, maintenance and repairs as required.
- 4. Porterage and handy-person duties, including minor repairs to Academy/building premises and equipment. Any repairs, defects etc beyond the competence of the postholder should be reported in accordance with the Academy/building procedures

Breakdown of Caretaking Duties

- 1. Providing safe access/egress to the premises in the event of snow, ice, flooding or similar situations.
- 2. Awareness of implementation of emergency procedures issued by the Trust and of the action required in the event of fire, flood, breaking and entering, vandalism, accidents, etc. Knowledge of the availability of First Aid provision and its location.
- 3. Knowledge of the location of valves, stop-taps, controls, fuse boards and similar facilities and checking that they are operational.
- 4. Receiving delivery of goods/materials and, where necessary storing them safely as required.
- 5. Attending training courses as required.

6. Recording, after inspection in conjunction with appropriate support staff, the completion of any work done by contractors, including cleaning staff and reporting any irregularities to the Headteacher.
7. Ensure that windows are closed and that all external, and any internal doors as may be required, are adequately secured. Alarms, if provided, should be correctly set. If a locked gates policy is in operation, padlock or secure gates as required.
8. Securing the premises, arranging repair, informing the police in the event of vandalism or breaking and entering.
9. Maintaining records of any repair or maintenance work carried out on the premises or grounds.
10. Notifying the Headteacher of any Health and Safety and Fire Precaution issues. Liaising with the Trust representatives as required.
11. Reporting to the Headteacher any occurrence or defect of the building and area within the curtilage of the premises including those appertaining to the Health and Safety at Work Act, COSHH regulations etc.
12. Operating and managing the heating and hot water plant so that certain temperatures and an adequate supply of hot water are maintained. Carrying out frost precaution measures
13. Porterage of furniture, equipment and supplies for general Academy purposes.
14. Ensuring on a regular basis, that all external doorways and immediate surrounding areas are clean and free from litter and that litter receptacles are emptied. Cleaning of ground floor drains and gullies.
15. To assist as required in the clearing of all premises and grounds of litter.
16. Clearing broken glass from any area as required.
17. The Caretaker is required to be conversant in the use of chemicals used in connection with the cleaning activity and in particular should ensure that COSHH regulations are followed at all times.
18. Ensuring the Academy/building premises, furniture and equipment are cleaned to the Academy's cleaning specification.

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Wardle Trust is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment.

Person Specification

Academy :	Trust Casual - at any school within Watergrove	Post:	Site Manager
Section :	Associate Staff	Scale:	5

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Skills and Experience		
Experience of implementing directives the Health & Safety at Work Act and Fire Regulations in a working environment	E	AF/I
Building maintenance experience	D	AF/I
Good standard of literacy	E	
Abilities and Knowledge		
Ability to supervise and manage the work of the contractors.	E	AF/I
Understanding Health & Safety regulations and requirements	E	AF/I
Able to work independently and on own initiative	E	AF/I
Able to multi-task situations in a work environment	E	AF/I
Knowledge and ability to manage operational site issues caused by working across multiple sites	E	AF/I
Values and Behaviours		
Our mission then is to be ever "Providing more" to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always: <ul style="list-style-type: none"> • Coach • Challenge • Innovate 	E	AF/I
Special Working Conditions		
To be a keyholder	E	AF/I
Ability to cope with physical demands of the job e.g. lifting, carrying	E	AF/I