

JOB DESCRIPTION

School	Springwood High School part of West Norfolk Academies Trust
Job Title	Caretaker role
Grade	Scale C Point 4 £ 11.98/hr (£ 23,114 per Year – Pro rata FTE Salary)
Hours/weeks	1 permanent contract – hours negotiable 52 weeks/year Monday – Friday
Responsible to	Facilities Manager
Working With	Facilities Manager Headteacher Facilities staff

Purpose of the Job

The main purpose for this role is to ensure that the school premises and contents are properly maintained, secured and ready for use, in accordance with the practices and procedures of the school. To help keep the school clean and tidy.

Responsibilities

- To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc. To be available to answer emergencies outside of regular working hours and pre-planned lettings.
- To ensure that heating and lighting systems and other equipment are working properly.
- To ensure compliance with best practice and statutory requirements in the area of Health and Safety.
- To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974.
- To be fully aware of, and to comply with, all departmental instructions and procedures relating to Health and Safety at Work, and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
- To undertake portering and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.
- To clean areas as required and ensure that they are kept in a clean and hygienic condition.
- To undertake general duties, dealing with lost property, general cleaning of store rooms, obtaining or storing equipment/materials for teaching and other staff.
- To take responsibility for the duties associated with a reasonable number of evening and weekend lettings.
- To undertake outside duties, for example: clearance of drains and gullies, general tidying, moving of rubbish, snow clearance, etc.
-

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English		✓	Appl/Int
Level 2 Maths		✓	

Experience	Essential	Desirable	How assessed
Significant experience of working with young people		✓	Appl/Int/Ref
Good knowledge and demonstrable experience of Caretaking.		✓	
Knowledge and working experience of Health & Safety regulations and safe working practices within a Caretaking position		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Good organisational and time management skills	✓		Appl/Int
Good communication skills	✓		
Able to work unsupervised	✓		
Attention to detail	✓		
Able to follow work routines and instructions	✓		
Able to work as a team member	✓		
Awareness of the responsibilities of working in an environment with young people.	✓		
Ability to prioritise and organise work commitments	✓		
Committed to safeguarding and promoting the welfare of children and young people	✓		

Personal qualities	Essential	Desirable	How assessed
Positive attitude to work	✓		Appl/Int/Ref
Supporting positive mental health within the school	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference