

JOB DESCRIPTION

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| Job Title | STEP CARETAKER |
| Grade | G6 |
| Responsible to | SITE MANAGER |

Job Purpose:

- Responsible for the fabric and grounds of the Academy.
- Liaising daily with the Head Teacher/Site Manager on caretaking issues, supervise the cleaners and the cleansing service of the Academy.
- Ensure the security of the Academy premises.
- Maintaining any machinery or plant within the Academy.
- Maintaining the internal and external fabric of the Academy's premises as a safe working environment.

Key External Contacts:

- Contractors and suppliers.
- Facilities providers.
- Parents.
- General public.

Key Internal Contacts:

- Headteacher/ Site manager.
- Academy Business Advisor.
- Cleaners.
- Staff.
- Pupils.

Financial Dimensions:

- Advising the Site Manager of the cost of external providers and insuring that a proper procurement process is adhered to when purchasing goods and services.
- Responsible for hand tools, equipment such as lawn mowers and other small machinery.

Key Areas for Decision Making:

- Ensure adequate cover is available during own or team members absence.
- Ensure that vital information such as cleaning rotas and site keys are available for staff as required.
- With the assistance of the Site Manager select the provider for services for the Academy following Best Value principles.

Key Accountabilities

Management and Supervision

- The Caretaker must ensure that contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Caretaker will report to the Site Manager on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Planning and work allocation for other caretaking staff, and directly employed cleaners where required.
- Induction and instruction of other caretaking staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.

- Supervision of caretaking/cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
- Undertake annual fire risk assessment.
- Attend training courses where appropriate.
- Where necessary reporting to Academy Committee which may involve attendance at Governors meetings.
- Occasional care and feeding of Academy pets during holiday times.
- Occasional watering of plants.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Security

This will involve:

- Open and close the Academy - to include all appropriate gates, windows, doors and fire escapes for the purpose of Academy use, cleaning, maintenance, emergency services.
- Consult with the Site Manager for cover arrangements for lettings and out of Academy hours' functions.
- Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaison as necessary with emergency services including the calling of the services as appropriate.
- Report acts of vandalism to the Site Manager and Police where necessary.
- Internal mail courier duties as required by the Site Manager.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Site Manager, ensuring the safe use of the Academy site at all times.

Heating

This will involve:

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the appropriate maintenance contractor.
- Change filters as appropriate.

Energy Conservation:

This will involve:

- In conjunction with the Site Manager, implement all agreed policies.
- Reading, recording and reporting all meter readings as required by the School Academy Advisor.
- Implement recommendations authorised by Site Manager.

Emergencies:

This will involve:

- Cleaning sickness, etc and spillage's as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

Lettings:

This will involve:

- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the Academy arrangements.

Internal Maintenance:

This will involve:

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required.
- Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Site Manager.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Site Manager.

External Maintenance:

This will involve:

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the Academy and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Agree a system with Site Manager for window cleaning arrangements, and monitor if appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with the Site Manager for the best method of removal.
- Maintenance of Academy gardens including planting bulbs etc.

Academy Cleaning:

This will involve:

- Where cleaning is undertaken by direct labour or contractor, ensure that the Academy is cleaned to the agreed specification. Report any issues to the Site Manager.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the Site Manager, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major Academy activities, inclement weather problems, emergencies, building works, etc).
- In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Site Manager.
- Daily disinfection of water fountains.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: STEP CARETAKER

| Category | Essential | Desirable | Assessed by: Application Form | Assessed by: Interview | Assessed by: Task |
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| Qualifications & Experience | | | | | |
| Experience of current cleaning materials/ methods/appliances and monitor the quality of work undertaken by the Academy cleaning staff. | | | | | |
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| Knowledge & Understanding | | | | | |
| An understanding of basic health & safety requirements. | | | | | |
| To communicate clearly to all sections of the Academy community both verbally and in writing. | | | | | |
| Demonstrate knowledge of security methodology for both building and grounds without risk the health and safety of the Academy community. | | | | | |
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| Skills & Abilities | | | | | |
| D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the Academy heating system. | | | | | |
| Basic ICT Skills | | | | | |
| Ability to assist in the training and induction of new cleaning and assistant caretaking staff. | | | | | |
| Understanding of the principles of health & safety | | | | | |

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| in an Academy environment including COSHE. | | | | | |
| Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload. | | | | | |
| Ability to adhere to working procedures and policies within the Academy environment. | | | | | |
| Ability to operate as part of a team or individually as required. | | | | | |
| Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post. | | | | | |
| Ability to carry out a range of administrative tasks, including stock taking and ordering. | | | | | |
| Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the Academy. | | | | | |
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| Special Conditions | | | | | |
| Take part in the Academy's performance management system. | | | | | |
| Enhanced DBS Check | | | | | |
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