

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Caretaker / Handyperson
LOCATION	Abbots Green Academy, flexible across the Trust
GRADE / SCALE POINT – SALARY	Grade 3, SP 7-10.
REPORTING TO	Operations Manager/ Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

Under the direction of the Site & Premises Manager (with guidance from the Headteacher), the post holder is responsible for undertaking skilled, routine maintenance, general Caretaking tasks and assisting in the development and operation of the school buildings facilities and site services

KEY TASKS & RESPONSIBILITIES

Security

- a) Ensure premises are locked/unlocked and secure.
- b) Operation of alarms.
- c) Ensure lights are turned off and windows are closed.
- d) Ensure fire doors are operational and test alarms.
- e) May be required to be on call in the event of emergencies.

Site Maintenance and Development

- a) Undertake skilled, routine building and site maintenance work as required, including:
 - Basic carpentry and internal construction
 - Plumbing repairs
 - Painting and decorating (including plastering)
 - Minor electrical repairs
- b) Assist with work to develop the school site and premises;
- c) Liaise as necessary with school staff, contractors and the Trust Site & Premises team when other works are required or being undertaken on site;
- d) Assist with work involved in refurbishment programmes;
- e) Ensure all plant and equipment is maintained to the required standard;

- f) Ensure all outside services are maintained, including drains, and hard areas;

Caretaking

- a) Undertake portage and transportation of equipment, furniture and materials;
- b) Order goods and supplies as directed by the Site & Premises Manager;
- c) Work to promote energy conservation;
- d) Ensure health and safety regulations are adhered to, reporting any shortcomings to the Site & Premises Manager (or Headteacher).

Cleaning

- a) General cleaning duties as directed and to specification;
- b) Keep outdoor areas and paths clean and litter free as directed;
- c) Undertake cleaning and maintenance during school closures in accordance with specification.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Technical or Specialist	- Detailed knowledge of DIY equipment and straightforward repairs - Experience of undertaking skilled maintenance work, including plumbing, painting and basic carpentry - Experience of caretaking / cleaning	- City & Guilds or equivalent relevant qualification - Knowledge of industrial cleaning products and the relevant health and safety guidelines - Knowledge of security systems / alarms
Literacy and Numeracy	Ability to read and record written information e.g. meter readings, ordering supplies, etc.	Competent and confident in use and interpretation of databases and spreadsheets.
Organisational		- Knowledge of health and safety policies and procedures e.g. manual handling - Knowledge of security and safety policies and procedures - Knowledge of cleaning standards
Equipment / Materials	Knowledge of DIY / gardening equipment	
Research	- Be aware of impact of differences when monitoring energy consumption - Ensure health and safety checks are carried out and records maintained	
Problem Solving	Ability to deal with varied problem using own initiative (within guidelines) or refer to line manager	
Creative Thinking	Identifying areas of improvement within the site and contributing to changes in working practice	
Planning	- Short / medium term planning for materials, workload and equipment checks - Monitors work of others - Contribute to longer term site planning	
Interpersonal and Communication	- Provides training / demonstrations to cleaning staff - Supervision of caretaking / cleaning staff to include allocation of work and monitoring / checking of standards - Provides advice and guidance to cleaning staff with regard to procedures and practices - Advises Headteacher / line manager on maintenance and repair work	

	• Keep up to date written records, e.g. fire inspections etc. • Ability to communicate clearly at all levels with internal and external personnel	
Keyboard		• Basic keyboard / mouse skills
Manual Skills	• Hand / eye co-ordination needed to undertake DIY tasks	
Level of Autonomy	• The majority of work is covered by guidelines and procedures • The post holder will be required to make day to day decisions about own work and work allocated to others	