

**JOB DESCRIPTION**

# Post: Caretaker

Responsible to: Head Caretaker

Line Managed by: Head Caretaker

The success of the Brymore Academy will be underpinned by two fundamental tenets:

**Students come first:** First and foremost, the role of the Academy is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Academy. It also drives the Academy’s recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Academy shares this philosophy.

**All staff employed at the Academy are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Academy. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Academy in its wider community.

**PERSONAL PROFILE**

The success of the Brymore Academy rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporateness. Like any other post in the Academy, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Crucially post holder must have a commitment to comprehensive education and training. S/he will believe passionately in the entitlement of individuals of all ages to learning.

**Core Purpose**

* To ensure the Academy’s site, buildings and furnishings are safe, secure, cleaned and maintained to standards defined by legal requirements, Health and Safety regulations and the Academy management.

**Main Responsibilities and Duties**

* Ensure the Academy’s buildings/premises/access points and furnishings are cleaned in accordance with the methods and frequencies defined.
* Ensure litterbins are emptied and waste disposed of in the appropriate manner, footpaths are cleared eg. snow, leaves etc.
* On a daily basis open the site and make sure the premises are in a suitable condition for use, both during term time and as required during the school holidays. Ensure heating and hot water systems functioning correctly as required.
* Ensure the security of the site is maintained through a methodical daily security routine, operation of security alarms, vigilance against intruders etc.
* Take delivery, check stores and materials and arrange for internal distribution.
* Ensure the layout of the school hall, meeting rooms etc. is as required for school activities e.g. examinations, open evenings, meetings. Arrange the movement of items of furniture, incoming goods as requested.
* Conduct a rolling programme for routine site maintenance e.g. sealing/polishing, cleaning Academy furniture, gutter/drain clean etc. as directed by the head caretaker or head of estates.
* Provides an in-house reactive and programmed maintenance/improvement service for repairs, decoration and minor building works as directed by the head caretaker.
* Monitor condition of buildings, fittings and furniture and check services (heating, electric, water and gas) are operating satisfactorily and being properly maintained, reporting cases for repair, maintenance or attention.
* Where contractors are used, oversees and checks the quality of work/repair before sign off.
* Check regularly the fire alarms, security procedures and emergency lighting back up.
* Undertakes cleaning duties as required.
* Maintains an inventory of stock, equipment and furniture and orders replacement items as necessary. e.g. toilet rolls, paper towels, cleaning materials, painting equipment.
* Ensures the Academy’s minibuses are maintained to safe and legal levels, refuelling as necessary. Undertakes regular inspections and ensures they are kept clean.
* Responsible for the health, safety and welfare of themselves and others.
* Responsible for the safeguarding and promotion of the welfare of children To be a team player, and contribute towards the Academy vision, within own capabilities.
* The post-holder may, from time to time, be required to carry out other duties commensurate with the role and be asked to assist at other sites within the Trust’s portfolio.

**Problem Solving and Creativity**

* Usually works to a known flexible routine, there will be frequent interruptions which often need urgent attention, e.g., contractors, deliveries on site, breakages or emergencies. Solutions are usually known but will be occasions when a creative solution will need to be found using own initiative, e.g., break down of only piece of machinery, non-availability of staff.

**Decision Making**

* Works well within defined boundaries e.g., Health and Safety Legislation, COSHH etc.
* In dealing with emergencies (floods etc.), initiates processes for engaging contractors or providing other solutions or repairs to ensure security of premises and provides a written report to the Head Caretaker.
* Will normally be able to make own routine decisions within scope of this job e.g., work priorities.
* Works within well-known boundaries e.g., Health & Safety legislation, cleaning specifications where appropriate.

**Relationships**

* Reports to the Head Caretaker
* Has no direct supervision of staff
* Has regular contact with staff, students, parents, trustees and other visiting authority personnel.

**Physical Working Conditions**

* Spends majority of day on feet (around 90%) inspecting buildings or site indoors and outdoors, in bad weather as necessary to identify and inspect leaks etc.
* Frequent physical effort required e.g., movement of deliveries and porter-age of furniture and equipment. Tasks will also involve working in awkward positions on a frequent basis.

**Knowledge, Skills and Experience**

* Good level of general education focused on building and associated trades.
* Pleasant, courteous personality. Knowledge of cleaning products and techniques, certification in appropriate skills.
* An understanding of Health and Safety legislation and security requirements.
* Basic IT skills (use of e-mails etc)
* Manual handling.