

BRYMORE ACADEMY & OTTERHAMPTON PRIMARY SCHOOL

JOB DESCRIPTION

Caretaker / Cleaner

The Brymore and Otthampton Culture reflects that of our sponsor.

The success of the our Academies 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 one of the Trust sites 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 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 centeredness, 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 the post holder must have a commitment to comprehensive all-through education and training. S/he will believe passionately in the entitlement of individuals of all ages to learning.

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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

- 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.
- 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.
- 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.
- Provides an in-house reactive and programmed maintenance/improvement service for repairs, decoration and minor building works as directed by your line Manager.
- Conduct a rolling programme for routine site maintenance e.g. sealing/polishing, cleaning, maintaining/repairing Academy furniture, gutter/drain clean etc. as directed by your line Manager.
- Check regularly the fire alarms, security procedures and emergency lighting back up.
- Ensure the Academy's buildings/premises/access points and furnishings are maintained in accordance with the methods and frequencies defined.
- Ensure litterbins are emptied and waste disposed of in the appropriate manner, footpaths are cleared e.g., snow, leaves etc.
- Take delivery, check stores and materials and arrange for internal distribution.
- Ensures the Academy's minibuses are maintained to safe and legal levels, refuelling as necessary. Undertakes regular inspections and ensures they are kept clean
- Where contractors are used, oversees and checks the quality of work/repair before sign off.
- Assisting and being responsible for the safeguarding and promotion of the welfare of children
- Undertakes cleaning duties as required.
- Maintains an inventory of stock, equipment and furniture and advising line manager of low stock and replacement items as necessary. e.g. toilet rolls, paper towels, cleaning materials, painting equipment.
- Responsible for the health, safety and welfare of themselves and others
- To be a team player, and contribute towards the Academy vision, within own capabilities
- To attend mandatory training courses, e.g., child protection courses.
- The post-holder may, from time to time, be required to carry out other duties commensurate with the role.

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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., breakdown 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 provide a verbal or written report to your line Manager.
- 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 or Estates Manager
- Works within a small team
- Has no direct supervision of staff
- Has regular contact with staff, students, parents, trustees and local 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
- Can demonstrate a commitment to the safeguarding, safety and welfare of children and young people

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Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:

Date:

Line Manager:

Date:

Designated Senior Manager:

Date: