



Job description: Caretaker

Job details

Salary:	ALT Grade D
Contract type:	Permanent
Academy Site:	Earith Primary School / ALT Local Sites 60/40 split
Reporting to:	Estates Officer

Main purpose

To carry out site maintenance duties ensuring building compliance and delivery of a safe working environment for pupils, staff and visitors at Earith Primary, you will also support other ALT schools in the local area.

Duties and responsibilities

Resources

- Act as designated key holder for academy premises

Maintenance

- Ensure premises, buildings and ancillary equipment are properly maintained
- Perform general repairs/maintenance such as painting, decorating, minor electrical repairs, carpentry, carpet fitting
- Undertake routine inspections as appropriate
- Operate and regularly check systems such as heating and cooling
- Maintain playgrounds and external site buildings
- Maintain the swimming pool (training to be provided)

Systems, Policies and Procedures

- Responsibility to ensure self and others comply with site security and the safe use, storage, and handling of chemicals and equipment

Team Involvement

- Demonstrate own duties to new or less experienced staff

Sustainability

- Support the delivery of sustainable approaches to working
- Support the estates team with monitoring utility consumption data, including recording meter readings where appropriate

Health & Safety

- Support with implementation of health & safety procedures
- Carry out daily site checks



Building Professional Relationships

- Monitor and co-ordinate the work of contractors on site, ensuring works are carried out to a satisfactory standard.
- Exchanges information with their supervisor, head teacher and other staff

Record Keeping and Information Management

- Maintain accurate and detailed records when required

Generic Responsibilities of all Active Learning Trust Employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.