T.E.A.M EDUCATION TRUST

Newman School

**JOB DESCRIPTION: Caretaker/Cleaner**

**Contract: 30 hours per week (split shift 07:00-10:00 & 15:00-18:00) Term Time only**

**There is also the possibility of full-time hours to cover periods of leave and on occasion there may be work during school holidays to support on-going works**

**Permanent**

**Pay Scale**: Band C SP 4

**Responsible to: Site Manager/Headteacher**

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| **Key Responsibilities** |

To support the Site Manager in ensuring sites and premises are appropriately maintained and cleaned in line with student needs and relevant legislation.

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| **Core Requirements of the post.** |

* To work with the Site Manager in relation to the security of the premises and its contents and to ensure the security procedures at the school prescribed by the Trust and supplemented by the Headteacher are operated effectively.
* To support the Site Manager in ensuring the heating and lighting at the school is operated and monitored effectively in accordance with Trust procedures and requirements of the school.
* To carry out cleaning of areas of schools as specified by the Site Manager in accordance with the Trust’s standards and methods of schedules.
* To ensure the school premises and curtilage are in a safe/clean and tidy condition.
* To carry out routine repairs and maintenance as directed.
* To carry out any porterage duties required by the Headteacher.
* To deal with enquires from a variety of persons at the school and visiting the school.
* To ensure the duties and responsibilities are carried out in a safe manner, and safe working practices are adopted, in accordance with the requirements of the Health and Safety at Work Act, 1974.
* Support the Site Manager in ensuring that the Swimming Pool is maintained and cleaned to enable their safe use.
* To support the Site Manager in ensuring that all premises are in a safe/clean and tidy condition, to include all grounds.

Support for the School

* Promote equality for all individuals, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there is a child protection implication), recognising their rights and choices and respecting personal beliefs and identity.
* Daily cleaning of site including all rooms, facilities including toilets and communal areas
* Attend and participate in meetings as and when required.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Lead by example on the upholding of school policies and modelling good practice.
* Contribute to the life of Newman school and support its agreed ethos and policies.
* Actively engage in own continuing professional development activities.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

This job description is current at the date shown in consultation with you.  It is liable to variation by management to reflect or anticipate changes required in order to meet with the evolving/devolving needs and demands of the role itself.

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| **Whole School Ethos** |

* Establish a safe and purposeful learning environment
* Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures
* Provide advice and guidance to others on the development of practices leading to the well being of pupils
* Support and encourage support staff participation through effective deployment and consultation
* Make effective use of all resources, including ICT and personnel
* Contributes towards the School’s Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners
* Understands and works to the expectations set out within the Trust/school policies.
* Use the performance management process to drive school improvement through the raising of standards of teaching and learning
* Promote the wider aspirations of the school

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| **Safeguarding and Child Protection** |

* Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people
* Displays commitment to the protection and safeguarding of young people
* Values and respects the views and needs of young people
* Is willing to work within organisational procedures and processes and to meet required standards for the role
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children