



Job Description

Job role: Caretaker
Salary: OAT Grade 2, SCP 3-5
Status: Full Time – All Year Round
Reports to: Operations Manager
Hours: 37 hours per week; rotating shift basis: Monday to Friday with some Saturday working as additional paid hours.

Rotating shift; week about: Mon to Thurs 7am to 3pm and Fri 7am to 2.30pm / Mon to Thurs 11am to 7pm and Fri 11:30am to 7pm. (daily 30-minute lunch break)

Purpose of the role

To provide assistance and support in the maintenance, caretaking and janitorial requirements of the school sites to ensure the safety, security, sound condition and general appearance of the buildings, facilities, sports areas.

To drive the school minibuss for Ormiston Bolingbroke Academy staff and students to various off-site locations.

Responsibilities:

- Be responsible for ensuring the routine AM/PM and emergency opening and/or closing of school premises and grounds. Where necessary, ensure access in the event of snow, flooding, or other emergency situations. Act as a keyholder.
- Carry out security procedures for school buildings and grounds in accordance with Ormiston Bolingbroke Academy's policies.
- Directly contact the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
- Carry out necessary duties where alarm systems are installed.
- Assist with enquiries from outside agencies, workmen and contractors, and report their presence to the Principal/nominated officer. Direct workmen and contractors to the site of repair and maintenance work. Inspect, monitor, and record work performance. Accompany visitors in line with visitor policy.
- Take suitable measures to ensure the protection of the school.
- Notify the Operations Manager and/or the Principal of the necessity for any repairs or maintenance.
- Record maintenance records on electronic system.
- Be responsible for Health & Safety across the Academy.
- Keep up to date with Health & Safety / Risk Assessments via our electronic system.
- Carry out basic non-specialist building maintenance work, e.g. plumbing, where such work is agreed as being within the reasonable capacity of normal DIY Skills with strict adherence to Health and Safety regulations.
- To perform general administration tasks including record keeping relating to site and minibuss.
- To read meters and record as required, including assistance with energy conservation procedures.
- Clean outside hard areas e.g., paths and entrances.

- Operate heating and hot water supply plant in accordance with Academy instructions and carry out frost precaution procedures.
- Take out of use caretaking and cleaning equipment known to be faulty and report the need for repair.
- Remove all refuse internally collected from within the school and convey to nominated collection point for collection by refuse contractor.
- When possible, accept deliveries of stores, materials, and other goods. Distribute to appropriate departments.
- Maintain adequate supplies of caretaking requirements and cleaning materials and keep records.
- Move furniture and equipment as required.
- Carry out emergency cleaning as required i.e., as a result of an accident, sickness, vandalism.
- Inspect and maintain certain school equipment, effect minor repairs and report defects.
- Replenish consumables items i.e., soap, towels, toilet paper etc as required throughout the school.
- Replace light source. Clean accessible light fittings, shades and diffusers and replace where necessary.
- Assist and be responsible for room preparation and appropriate work areas.
- To undertake all work safely and to use correct warning signs, protective clothing, and safety equipment, being mindful of hazards in full compliance with Health & Safety Regulations and rules and practices of the Academy.
- To maintain confidentiality at all times in respect of all School matters of a sensitive and private nature.
- At all times, to be a good ambassador for the School, promoting its values to staff, children, parents, and visitors.
- May be responsible for first aid and emergency evacuation via EVAC.
- Support cleaning supervisor when necessary.
- May drive Minibus to support Academy needs.
- Commitment to safeguarding in line with our Child Protection and Safeguarding Policy.

Minibus Specific:

- To drive the school minibus (16 passenger seater) in a safe manner in accordance with all traffic laws and Ormiston Bolingbroke Academy policies.
- May support with admin of minibus.
- At the commencement of the journey, check that seat belts are fastened, and bags and equipment is secured. Throughout the journey ensure that students remain seated, stopping when necessary to ensure that the safety of students and staff is maintained at all times.
- To be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- To ensure that at all times, School vehicles are driven courteously and in accordance with all Highway Law and prevailing road conditions.
- To ensure all mileage logs and other paperwork such as pre and post use checks relating to the minibus are kept up-to-date and accurate.
- Refuel the vehicles as and when required following the Academy process.
- To report any vehicle damage and possible offences under the Road Traffic Acts as well as all matters affecting efficiency and day to day running of the minibus service.
- To report immediately any accidents or incidents for the purpose of making or reporting insurance claim. Such reports to include full details of third-party involvement as well as the incident itself.
- To report any maintenance or repair matters relating to a minibus to Operations Manager.
- Be responsible for parking the minibus so that passengers can board safely.
- To attend training courses as directed by the Principal and line manager.

- To ensure all duties are carried out in accordance with Health and Safety regulations.
- The driver is responsible for payment of any penalty charge incurred as a result of contravening a Highway Code regulation during the course of his/her duties.
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running.

Performance management

To participate in the Academy's arrangements for performance management, professional development, quality assurance and internal verification.

Flexibility Clause

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

General responsibilities

To have due regard at all times to the Academy's policies, organisation and arrangements for Health & Safety at Work.

Become a recognised First Aider, to provide First Aid when needed if it becomes a requirement.

To provide a high-quality service to students, parents, visitors and staff, working as a member of a team and providing cover and support to colleagues as necessary.

To make effective use of the Academy's technology and procedures, taking care to seek best value in activities that have a financial impact.

To maintain confidentiality of information acquired in the course of undertaking duties for the academy.

To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

Context

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy and sometimes pressurised environment.

Ormiston Bolingbroke Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Ormiston Academies Trust embraces diversity and promotes equality of opportunity. Flexible working opportunities will be considered.

All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, prohibition check, two references and enhanced DBS check including Children's Barred List.

The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, which provides information about which convictions must be declared during job applications and related exceptions, can be found here: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Person specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and Qualifications	<ul style="list-style-type: none"> • NVQ level 2 in related area or equivalent relevant experience. • Math's and English GCSE; C or equivalent Level 2. • Full, clean driving licence with entitlement to drive a minibus und a B licence (older than 21 years old and held driving licence for at least 2 years, if over 70, drivers must ensure they meet the higher D1 health regulations). 	<ul style="list-style-type: none"> • Experience of working within a similar role. • NVQ level 3 in related area or equivalent experience. 	Application
Experience and Knowledge	<ul style="list-style-type: none"> • Ability to engage constructively with and relate to young people. • Competent use of ICT. • Experience of performing basic admin tasks. • Understanding of the education system. • Knowledge and understanding of safeguarding. • Experience and knowledge of general maintenance relevant to role. • Knowledge and awareness of safeguarding. 	<ul style="list-style-type: none"> • Experience of working in an educational setting. • Experience of exam invigilation. • Keyholder responsibilities. 	Application and interview
Competencies	<ul style="list-style-type: none"> • The ability to work as part of a team. • Ability to make appropriate decisions and refer/report to line manager as required. • Good written and oral communication skills. • Work in line with Academy's policies and procedures. 		Application and interview
Personal Qualities	<ul style="list-style-type: none"> • Respect for young people and their needs. • Ability to establish positive working relationships with students, staff, visitors and parents. • Great interpersonal and communication skills • Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times. • Commitment to equal opportunities. • A relentless drive for excellence. • Ability to keep calm under pressure. • Ability to promote and demonstrate positive values, attitudes and behaviour. • Can demonstrate a high degree of emotional resilience and can deal with complex and challenging behaviour. 	<ul style="list-style-type: none"> • Evidence of continuing professional development. 	Application and interview
Other Requirements	<ul style="list-style-type: none"> • An Enhanced DBS clearance is essential. • To become first aid trained if required. • Physical demands and working conditions of the role; maintenance, EVAC chair, first aid, open and closure of site etc. 		Application and interview