**Job description: Site Caretaker**

**Job details**

**Salary:** ALT Grade C

**Hours:** 20 hours per week, 52 weeks per year

**Contract type:** Permanent

**Academy Site:** Highfield Littleport Academy

**Reporting to:** Emma Brooke – School Business Manager

**Main purpose**

To carry out cleaning and site maintenance duties in and around the academy as directed. To deliver a clean and safe environment for pupils, staff and visitors.

**Duties and responsibilities**

**Cleaning and Preparation**

* Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the academy
* Oversee and undertake cleaning operations
* Oversee and undertake preparation of rooms and appropriate work areas

**Resources**

* Monitor stock levels and inform manager of requirements
* Restocking facilities e.g. soap, paper towels
* Store all equipment and chemicals used in the appropriate manner
* Act as designated key holder for academy premises
* Deal with minor security/safety issues

**Maintenance**

* Undertake general site maintenance and basic equipment repair
* Perform temporary and minor repairs/maintenance
* Maintain grounds as necessary e.g. light work such as mow, trim and weed
* Undertake basic DIY and courier duties
* Report major faults/repairs/maintenance to the line manager
* Operate systems such as heating, cooling

**Systems, Policies and Procedures**

* Work to expected standards and complete work within required timescales
* Assists with setting standards

**Team Involvement**

* Demonstrate own duties to new or less experienced staff

**Sustainability**

* Support the delivery of sustainable approaches to working
* Support the premises team with monitoring 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 contractors/cleaners whilst on site
* Establish access arrangements with contractors where necessary
* 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.*