

**Site Caretaker**

The Macclesfield Academy, Park Lane, Macclesfield

£24,294 - £25,979

Grade 5 Point 7 - 11

Job Description & Person Specification

**Job Description**

**Reporting to**

Site Manager

**Purpose of the role**

We are looking to recruit a Site Caretaker to come and join our team at The Macclesfield Academy. The Macclesfield Academy is a Secondary school based in the heart of Cheshire within the Macclesfield Learning Zone. We are a co-educational school and are looking to enhance our Estates team with the appointment of a Site Caretaker.

The purpose of this role is to support the Site Manager with Site Maintenance and Securing of the site.

**Main responsibilities**

**General Duties**

1. Carry out site repairs, porterage duties, such as moving furniture and equipment around the school
2. Driving the school mini bus – collecting and dropping off of students
3. Responsible for the school’s minibus – carrying out pre-use checks and reporting any issues to the Site Manager
4. Maintain the general school premises. Including but not limited to furniture, fixtures and fittings reporting any issues to the Site Manager
5. Adhering to all health, safety and safeguarding requirements
6. Carry out small repairs and DIY projects
7. Painting

**Cleaning**

Carry out daily cleaning, such as litter picking and arranging the disposal of waste

**Security**

1. Maintain the security of the school premises as the main key holder
2. Lock and unlock the premises as required, including out of school hours when necessary
3. Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
4. Set security alarm systems, report any potential security breaches, and respond to any alarms or other callouts following agreed procedures
5. Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
6. Advise the Site Manager on all matters relating to school security and safety

**Health and Safety**

1. Ensure a safe working and learning environment in accordance with relevant legislation
2. Carry out emergency duties, such as gritting the site

**Responsibilities**

1. Be committed to the safeguarding and promotion of the welfare of children and young people
2. Comply with all policies and procedures relating to child protection, keeping children safe in education, health and safety, security, confidentiality, data protection, and equal opportunities, and report all concerns to an appropriate person
3. Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
4. Positively contribute to the overall ethos/work/aims of the school
5. Establish constructive relationships and communication with all staff and all other agencies and professionals associated with the school and the wider school community
6. Recognise own strengths and areas of expertise to support others
7. Participate in training and other learning activities and performance development as required
8. Complete assigned tasks given i.e., monthly checks
9. Ensure contractors and external visitors comply with security, health and safety and safeguarding requirements whilst on school premises

**Other**

1. Putting children and young people at the centre of everything the Academy does, and to ensure their safety and welfare of children and young people across the Foundation
2. To identify and implement opportunities for the Academy to operate in a more effective and efficient manner for the benefit of stakeholders
3. Adhere to all the Academy’s Policies, such as but not limited to Code of Conduct, Safeguarding, H&S and Data Privacy.
4. Any other duties not specified, but are commensurate with the skills and knowledge of the post holder.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Desirable** | **Essential** |
| **Qualification** | | |
| Qualification |  |  |
| Other qualification |  |  |
| **Experience** | | |
| Caretaking |  |  |
| Building Maintenance |  |  |
| Security, Alarm systems |  |  |
| Driving Licence |  |  |
| DIY |  |  |
| Working in a team |  |  |
| Experience in a similar role |  |  |
| Working with Contractors |  |  |
| **Knowledge & Skills** | | |
| Good Knowledge of Health and Safety |  |  |
| Flexibility in work approach and able to work independently and as part of a team |  |  |
| Ability to plan, organise and prioritise duties as required |  |  |
| **Attributes** | | |
| Committed to promoting the ethos and values of the school |  |  |
| Committed to deliver exceptional standards in all areas |  |  |
| Able to carry out the duties of the job |  |  |
| Manual Handling and Lifting |  |  |
| Meets and maintains statutory requirements to maintain licence for driving the school minibus |  |  |
| Demonstratable safe driving experience |  |  |
| Commitment to promoting diversity and inclusion in the workplace |  |  |
| Ability to work in a fast-paced environment |  |  |
| Organised with the ability to plan and prioritise |  |  |
| Commitment safeguarding the children in the academy |  |  |

The post holder will be expected to drive the school’s minibus, candidates with the relevant licence are welcomed however, not necessary, as full training will be provided. It is more important that the candidate meets criteria to be able to qualify for the appropriate permit.