

JOB DESCRIPTION



The STAR
MULTI ACADEMY TRUST

JOB TITLE:	Trust Caretaker
GRADE:	Grade CD (point 3-6)
WORKING PATTERN	Full Year, 20 hours per week, Monday to Friday
RESPONSIBLE TO:	Head of Estates and Facilities
JOB PURPOSE:	To be responsible for site security, daily opening and closing, compliance activities and day to day tasks. Day today tasks will include the provision of a safe, secure, welcoming and warm premises for all site users and visitors and ensuring that the school site runs smoothly and effectively at all times.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operation Issues	<ul style="list-style-type: none">• Duties will include walking around the premises and grounds daily, checking cleanliness and tidiness, looking for damage and items needing repair, unlocking premises in the morning and lock up at night.• Maintain security of school premises, e.g. locking and unlocking gates, doors, windows etc and setting alarms.• Monitor and control supplies as required and keep records up to date.• The moving of furniture, equipment and resources as required to meet the needs of the School.• Assist in the supervision and monitoring of the work of contractors• Liaise with the school, Trust, suppliers, contractors and school staff as appropriate.• Monitor, check and allocate storage of all appropriate inward deliveries.• Liaise with Estates Director/Trust regarding Building, Security, Grounds and Health and Safety.• To ensure the site is clean and tidy at all times and well maintained.• Ensuring the site is safe for use – clearing snow, applying grit, clearing leaves, litter picking as necessary• Deal with daily emergencies, i.e. flooding, cleaning up vomit etc.• Undertake basic tasks and repairs• Assisting with the efficient working of heating plant and lighting including monitoring fuel consumption• Reading meters and maintaining records• Refuse and waste disposal and associated cleaning• Conduct routine preventative maintenance tasks, e.g. ensuring that gutters and drains are kept clear and after rainfall surplus water is swept away• Ensuring that all areas within the site are kept clean, tidy, litter and weed free• Additional cleaning as required• Monitor and complete all compliance activities and issues using the Trust's online compliance system
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	<ul style="list-style-type: none"> • including school wide Health & safety Compliance activities. • Participate in the Trust's performance management scheme. • Participate in training and other learning activities and performance development as required. • To ensure appropriate arrangements are made for evenings/weekend use of premises, including setting up • rooms/furniture and ensuring they are in appropriate condition for next day school use. • To act as a key holder and respond to emergency call outs. • Help staff set up equipment when needed • To carry out basic gardening if required • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Ensure that any incident involving unauthorised persons on site are dealt with in accordance with school • policy including where necessary, informing police.
Systems & information	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person. • Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate • This STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality

Equalities	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values • The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> • The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The STAR MAT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

PERSON SPECIFICATION FOR TRUST CARETAKER

Essential upon appointment	Desirable on appointment
Experience	
	<ul style="list-style-type: none"> • Experience working in caretaking role.
Qualifications	
<ul style="list-style-type: none"> • Relevant Health and Safety training required when working within a school or a willingness to complete these upon appointment • Full Valid UK driving license. 	<ul style="list-style-type: none"> • First aid qualification
Occupational Knowledge & Skills	
<ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and relate to staff, children and the community • Good reading, writing and numeracy skills • Knowledge of building security • Good problem-solving skills and good judgement when dealing with issues • Knowledge of Health and Safety • Ability to carry out manual tasks i.e. climbing, lifting and moving items 	<ul style="list-style-type: none"> • Knowledge of cleaning, heating, lighting and ventilation systems • Basic ICT Skills • Confidentiality and how this impacts your role
Personal Qualities	
<ul style="list-style-type: none"> • Effective time management skills • Demonstrable interpersonal skills. • Organisational skills • Ability to work on your own initiate – being proactive but successfully in a team when required. • Willingness to show flexibility with working hours in relation to the benefits of the school (afterschool meetings and events). This includes being available for evening, weekend work when required and emergency call outs. 	
Other Requirements	
<ul style="list-style-type: none"> • Enhanced DBS Clearance • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • To be committed to the Trust polices and ethos 	