

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Multi Academy Trust
Department:	Operations
Post:	Trust Senior Caretaker
Grade:	8
Accountable to:	Chief Operating Officer
Responsible for:	Caretakers and Cleaners
Purpose of Job	
<p>To carry out the key duties and responsibilities outlined below effectively to ensure the upkeep of the ground, estates and buildings, whilst ensuring the integrity of the buildings and their contents across the Trust's family of schools.</p> <p>To be a positive member of the Trust maintaining good relationships with building users and other members of the school community.</p> <p>To have a clean, full driving licence as the post holder will be required to work across the Trust family of schools.</p>	
Responsibilities	
<ul style="list-style-type: none"> • General upkeep, maintenance and safety of the premises across the Trust family of schools, including buildings, grounds, pathways, stairways, gutters and drains. • Responsible for taking a proactive approach to the upkeep of premises across the Trust family of schools to ensure that there is a welcoming and attractive site, clear of graffiti, litter and fallen leaves and debris. • Ensuring effective and appropriate lighting and heating of the premises across the Trust family of schools. • Act as a key holder: lock/unlock school buildings and attendance at a school or Trust Development Centre in an emergency, when required and as directed. • Operate and respond to alarms. • Undertake work promptly and effectively, as directed, after the receipt of a maintenance request; and respond once actioned to ensure a safe working environment for all individuals on site. • Ensure that all maintenance and grounds equipment and tools are maintained satisfactorily (including routine checks) and are in a safe working condition and that the relevant materials and tools are used for the job. • Effective clearing and disposal of waste as required. • Ensure hazards are dealt with immediately wherever possible and report these and any hazard that cannot be dealt with immediately to the Headteacher/ appropriate employee on site. • Operate and regularly check systems such as heating, lighting and security (including 	

CCTV and alarms) as directed.

- Receive deliveries and provide portorage for any of the schools or Trust as required.
- Undertake routine cleaning tasks as required
- Decorate areas within a school or the Trust as required.
- Promptly undertake minor repairs to furniture, equipment and the grounds under the instruction of the line manager/ Headteacher.
- Clear snow from main walkways and car parking areas and salt and grit paths, driveways and playing surfaces as necessary.
- Adhere to the Trust Health and Safety policies and maintain appropriate records related to Health and Safety and assist with inspections.
- Where appropriate, preparation and marking of pitches for sports as required. Duties will include effective erecting and dismantling (post and nets), marking out, re-seeding, sand spreading and levelling.
- Carry out split shifts as required.
- Acting as an ambassador for the Trust as a first contact on a wide range of building users.
- Ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner, recognising the wide range of diverse needs and expectations.
- Set up an efficient and effective booking system to ensure that all staff can advise whether bookings are possible or whether there is the need to modify timings or to decline bookings.
- Responsible for the security of the site including ensuring unidentified or unexpected people in the building or on site are appropriately challenged to ensure that there are no potential child protection issues or security risks, reporting concerns and liaising with other agencies as necessary.
- Carry out security procedures for buildings, facilities and grounds, i.e. security inspections (lock/unlock doors, activate/deactivate automated alarm equipment), identifying repairs, identifying suspicious occurrences and liaising with police accordingly.
- Operating the heating plant so that adequate temperatures are maintained in the premises (subject to the degree of control in the school) and that a supply of hot water is provided within the statutory temperature range.
- Carry out routine specified operating procedures/ inspections on ancillary equipment or facilities e.g. sewage systems, sewage pumps, cesspits, air conditioning units, compressors etc.
- On behalf of the Headteacher/Chief Operating Officer ensure the contractors work is undertaken in accordance with the contractual obligations and comply with health and safety requirements.
- Supervise and monitor the standards of work undertaken by caretakers and cleaning staff and take appropriate action (including accessing suitable training), where necessary.
- On a day to day basis organise cleaners to other areas of work resulting from: unacceptable standards, events/functions which require urgent cleaning and unforeseen occurrences i.e. flood, responding to requests from location manager etc.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Create a culture that allows colleagues and young people to be open and honest about issues affecting them and put in place actions to support them. Ensure related policies are robust to provide the appropriate interventions and support.

Batley Multi Academy Trust - Employee Specification

Post: Senior Caretaker	Grade: 8
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
GCSE Grade 4 - 9 (A* to C) or equivalent in English and Maths.	Essential	Certificates
Qualification in a trade such as plumbing, electric, painting, plastering.	Essential	Certificates
Willingness to undertake training relevant to the role.	Essential	Application Form
Understanding of HASAWA and COSHH.	Essential	Application Form
Full, clean driving licence.	Essential	Application Form

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills.	Application Form/Selection Process
Good IT skills.	Application Form
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, students, parents/carers and members of the public.	Application Form
Works cooperatively as part of a team, taking responsibility for activities as identified.	Application Form/Selection Process
Effectively manages and leads others.	Application Form/Selection Process
Organises own and others' workload with minimum supervision and prioritises to meet deadlines and meet	Application Form/Selection Process

the needs of the school/ Trust.	
Consistently performs to the best of their ability in accordance with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Application Form/Selection Process
Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to other agencies.	Application Form/Selection Process
Recognises the importance of continued professional development and identifies training needs.	Application Form/Selection Process
Works with integrity and professionalism.	Application Form/Selection Process
Flexible approach and adapts to change in a positive manner and encourages others to adapt to change.	Application Form/Selection Process
Resilient and able to work under pressure.	Selection Process