



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Caretaker
<b>SCHOOL:</b>	Primary Site
<b>SALARY:</b>	Band 4
<b>RESPONSIBLE TO:</b>	Director of Health & Safety and Estates

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### PURPOSE OF JOB:

The purpose of this role is to provide Caretaking Services on a Primary site.

### MAIN RESPONSIBILITIES:

- Carried out in accordance with the specification for Caretaking Services, the Caretaking Operations Manual and under the general direction of the Director of H&S and Estates, these include, but are not restricted to:-
- Ensure self and cleaners comply with Health and Safety legislation and other Academy policies and procedures.
- Responsible for the security of a primary site/multiple sites and ensuring required access is available including opening and securing the premises and monitoring and administering CCTV systems.
- Respond as appropriate in accordance with shift patterns at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors who may be working on the campus
- Operation and maintenance of BMS systems and associated tasks.
- Carry out Emergency lighting test and record results

- Carry out mandatory testing including Sprinkler System and Water Testing (incl. showers, Eye Washes and Water Pod)
- Monitor and report usage of utilities and solar panels (gas, electric etc.).
- Monitor and report the general condition of the property, undertake minor repairs and ensure routine maintenance /DIY tasks are carried out in a timely manner.
- Oversee multiple contractors working on the building fabric and checking work meets the Academy's needs and is to a satisfactory standard where appropriate.
- Ensure that all ventilation, access and exit points operate effectively and that firefighting appliances are readily accessible and properly maintained.
- Ensure that external areas of the property are kept free from litter and debris, bins are emptied regularly and main access routes and agreed areas are kept clear of leaves, snow and ice.
- Ensure that toilet areas are kept clean and replenishment of toiletries is carried out
- Undertake portage tasks, including setting out tables and chairs as well as setting up chairs for assembly, setting up staging/chairs for school performances, parent evenings and other internal/external events.
- Stock management and assist with the receipt and safe storage of goods
- Ensure that all janitorial equipment is fit for purpose and properly maintained.
- Carry out periodic cleaning of lights and changing light bulbs
- Carry out periodic cleaning of all internal surfaces and cleaning at height using appropriate lifting equipment
- Provide induction to contractors visiting the site.
- Undertake checks according to the prescribed building maintenance schedule to ensure buildings are fit for purpose and warranties are maintained
- Attend training events as and when required.
- May be required to provide cover at other campuses and any other duties appropriate to the nature, level of the post and grade (Peripatetic Caretakers).
- To undertake any other work requested by, and deemed appropriate by the CEO in agreement with the caretaker.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• Considerable knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment.</li> <li>• British Institute Of Cleaning Science Certificate of Proficiency (L1) or equivalent.</li> <li>• Knowledge of Health &amp; Safety legislation relating to a caretaking environment.</li> <li>• Trained in Manual Handling.</li> <li>• NVQ in General Maintenance and Housekeeping or equivalent.</li> <li>• British Institute Of Cleaning Science assessor's qualification or equivalent.</li> </ul>	✓  ✓  ✓  ✓	    ✓  ✓
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>• Commitment to helping provide a high quality service to children and families</li> </ul>	✓	
<b>Other:</b> <ul style="list-style-type: none"> <li>• Willingness to participate in training and development</li> </ul>	✓	