



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Caretaker (Peripatetic)

SCHOOL:

SALARY: Band 4

RESPONSIBLE TO:

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 large/multiple sites.

MAIN RESPONSIBILITIES:

- Carried out in accordance with the specification for Caretaking Services, the Caretaking Operations Manual and under the general direction of the Campus Service Manager, these include, but are not restricted to:-
- Training and supporting School Letting staff
- Ensure self and cleaners comply with Health and Safety legislation and other Academy policies and procedures.
- Responsible for the security of a large, complex 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 on a large site and associated tasks.

- Carry out Emergency lighting test and record results
- Carry out mandatory testing of a complex site including Sprinkler System, Water Testing (incl. showers, Eye Washes and Water Pod)
- Carry out daily checks on Hydro pool and record results, maintaining correct levels and backwashing as appropriate
- Monitor and report usage of utilities and solar panels (gas, electric etc.).
- Looking after the Academy Van
- 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 for all 3 schools in JB as well as setting up chairs for assembly, setting up staging/chairs for school performances, parent evenings and other internal/external events.
- Setting up a large number of Exam desks in multiple locations and reporting damage to exam desks.
- 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.



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Post Title: Caretaker (peripatetic)	Department:		Assessment Method
	Essential	Desirable	
Experience	<ul style="list-style-type: none"> • Previous relevant experience in a similar or relate role 	<ul style="list-style-type: none"> • Relevant experience in a caretaking environment 	
Skills & Competencies	<ul style="list-style-type: none"> • Literacy skills sufficient to read text and write straightforward sentences • Numeracy skills sufficient to undertake straightforward arithmetic functions • Strength, dexterity and coordination to use a range of cleaning tools and equipment • Ability to plan and organise staff and resources, including effective use of own time • Resourceful and works with initiative and without constant supervision • Listens, consults others and communicated clearly • Customer care calls • Appropriately follows instructions to achieve set objectives • Reliable and keeps good time • Committed to the provision of quality services to achieve customer satisfaction • Adapts to change by adopting a flexible and cooperative attitude 		

	<ul style="list-style-type: none"> • Supportive and adapts to team working • Demonstrate integrity and upholds values and principles • Promotes equal opportunities and anti-oppressive practice in all aspects of work • A willingness to undertake job related training • An active role involving walking, stretching and lifting vacuum cleaners and polishers • Work from a standing position, need to walk, bend, lift and carry moderate weights • Short periods of concentration dispersed throughout day, week and month • Few emotional demands • Mainly indoors but with some external work and some exposure to unpleasant conditions such as toilet areas 		
Knowledge & Qualifications	<ul style="list-style-type: none"> • Considerable knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment • British Institute of Cleaning Science Certificate of Proficiency (L1) or equivalent • Knowledge of Health & Safety legislation to a caretaking environment • Trained in Manual Handling 	<ul style="list-style-type: none"> • NVQ in General Maintenance and Housekeeping or equivalent • British Institute of Cleaning Science assessor's qualification or equivalent 	
Physical, mental and emotional demand	<ul style="list-style-type: none"> • Commitment to helping provide a high quality service to children and families 		
Other	<ul style="list-style-type: none"> • Willingness to participate in training and development 		

