



CROFTON ACADEMY JOB SPECIFICATION

Job Title: SENIOR CARETAKER

Grade: 6

Contractual terms: Full time, Full Year

Reporting to:

Premises Manager

Location: CROFTON ACADEMY

Service Area: Education

Overall Purpose of the Post:

To undertake all premises and building management activities required to ensure that the School's premises and grounds are maintained in a safe and secure state.

To manage contracts and events.

REQUIREMENTS FOR THE POST

	ESSENTIAL	DESIRABLE
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<p>Qualifications/Training</p>	<p>Relevant building-related professional qualification within maintenance or building trades, either at NVQ level 5 (HND) or above, or recognised trade body or equivalent experience.</p> <p>Willingness and ability to obtain and/or enhance qualifications and training for development in the post.</p> <p>Driving Licence</p>	<p>Level 2 Numeracy/Literacy or willingness to work towards</p>
<p>Knowledge</p>	<p>Have knowledge of basic, plumbing, electrical and decorating repair procedures and joinery.</p> <p>Knowledge of health and safety procedures and precautions (or willingness to gain)</p> <p>Monthly Legionella testing</p> <p>Awareness of COSHH regulations</p> <p>PAT testing</p> <p>Awareness of health and hygiene procedures</p> <p>Knowledge of moving and handling procedures</p> <p>Ability to work as part of a team</p> <p>Willingness to use relevant equipment</p> <p>Ability to relate well to children and adults</p> <p>Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards</p>	<p>Knowledge of contractors and Service Level Agreements.</p> <p>Fire Alarm testing</p> <p>General Health and Safety procedures</p>
<p>Experience</p>	<p>Experience of general building maintenance</p> <p>High level DIY Skills</p> <p>Decoration</p>	<p>Experience of premises management</p>

Physical Skills	To be able to carry out general repairs Ability to lift and carry items Ability to drive the school minibus	
Competencies and other skills required	Able to use own initiative Good organisation skills Ability to work autonomously Be able to manage own work effectively Flexibility Be able to work to deadlines Good literacy and numeracy skills IT Skills. Proficient use of Microsoft Office. The ability to undertake relevant training	

Key Outcomes/Activities

Managing and developing the security of the site and security systems, with the flexibility to attend to the site both during and outside school opening hours.

Ensure internally and externally the school is in a safe and secure condition by carrying out general repairs and maintenance as and when required.

Play an active role in planning for whole school events (undertake and participate in the organisation and movement of furniture within the building for example in preparation for parents evenings, exams etc.)

Manage the caretaking staff including responsibility for their performance management.

Procure premises-related goods and services in accordance with the schools financial regulations and procedures

Ensure records of regular fire, water and alarm testing is kept up to date.

Contribute to the schools first aid provision.

Under the direction of the Premises Manager;
 Arrange for competitive tendering on all tenders for minor/major alterations and/or maintenance work by contractors, schedule and monitor all premises-related work to ensure that they fully discharge their contractual obligations, that contract value is obtained and that standards specified are achieved.

Investigate potential streams of external funding for financing improvements to the school's premises and grounds.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff and visitor (in accordance with appropriate health and safety legislation) at all times

Other duties commensurate with the grade of the post as directed by the Headteacher

Responsibility for Resources

Physical:

Recognised driver of the school mini-bus

Effective use of materials and resources

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date completed: June 2017