



Job Description: Caretaker

Responsible to: Site Manager

Salary: Grade 3 Point 14 for 17.5 hours per week all year - £7936.96
17.5 working one evening and both Saturday and Sunday Each week (All
Year Around)
Temporary for a period of one year (commencing asap)

Purpose of post:

To ensure the suitability and availability of school premises, facilities and buildings systems, such that teaching and learning, and lettings can be carried out in a clean, safe, well maintained and secure environment.

Duties and responsibilities:

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

Security:

- Acting as a key holder and attending in emergency call out situations as the primary contact.
- Operating and monitoring the intruder alarm system and other security equipment.
- Ensuring the security of the premises and its contents. Boarding up and making secure as necessary.
- Ensuring assets are security marked.
- In cases of emergency outside the working week, e.g. intruders, fire, floods etc. be required to attend such as required.

Letting:

- Customer Services, meeting and greeting letting users.
- Open and Closing Academy facilities during community lettings
- Maintain the security of the building when letting are taken place
- Help the Site Manager or Facilities Manager with any administrative tasks as required

Cleaning:

- Using and maintaining the effective operation of a variety of electrical and mechanical equipment.
- Ensuring external hard surfaces, paths and turf areas are kept clean and tidy.
- Emptying internal and external litter collection bins.
- Collecting and disposing of refuse including that collected by the cleaning contractors.
- Liaison with cleaning contractor's staff, recycling contractors, grounds maintenance contractors.
- Ensuring the swift removal of graffiti.
- Ensuring that staff, visitor and pupil toilets are clean, stocked, and fit for use.
- The checking, cleaning and unblocking of gutters, gulleys and drains as required.
- Assist with the cleaning of internal and low level external glass, mirrors and windows.
- The cleaning of light fittings and skylights as required.
- Cleaning and preparing floors of halls, corridors, stairs, etc as required. Maintaining the appearance of wooden floors.

Arnold Hill Academy is part of the Trent Academies Group.

The registered office is Trent Academies Group, Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW
The company's registered number is 8128513



- Liaison with cleaning contractor's staff, recycling contractors, grounds maintenance contractors.
- Salting and de-icing of hard surface areas during the winter months and moving of snow to ensure safe access to the premises.

Heating:

- To attend to the building heating systems, ensuring the reliable operation of plant including boilers, circulation pumps, controls, valves, tanks, gauges, heaters, radiators etc.
- De-ashing the fired boilers as necessary.
- Ensure adequate stocks of fuel are maintained.
- Ensure faults are identified, reported, and repaired within the limits of competence.
- Assist with the provision and operation of temporary heating equipment.
- Carry out cleaning and maintenance of heater cabinets and filters.
- Attend to heating of premises at weekends and holidays during the approved winter period when necessary, when required.

Portorage Ability and Willingness:

- To prepare for school events, to set out and put away furniture for meetings, assemblies, dinner time, examinations, lettings etc.
- To receive, record and distribute deliveries in a timely manner.
- To assist with the movement of furniture, stock and equipment around the premises.
- To ensure that caretakers storage areas are kept clean and tidy.
- To drive school vehicles for the purpose of collecting materials and taking vehicles for servicing.

Shift and weekend working:

- Availability and willingness to attend to the requirements of hirers of the premises for the purpose of evening and weekend lettings.
- Ability and willingness to attend intruder alarm callouts.
- Flexibility is required to accommodate the changes required of the school.

Buildings Systems:

To have a working knowledge of the location and operation of various buildings systems, and contribute to their efficient operation, including but not limited to:

- Electricity distribution and fuse panels,
- Lesson bells system, Lighting control systems, emergency lighting systems,
- Intruder alarm system,
- Fire alarm system,
- Heating and building energy management system,
- Hot and cold water distribution and storage systems, water pressurisation systems,
- Drainage and sewer systems including foul and top-water drains, down pipes etc,
- Locking, key and security access systems.
- To share knowledge of the school building systems by training colleagues in the correct operation, maintenance and use of the systems.
- To provide an agreed range of "handy person" duties.

Maintenance and Safety:

- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and, where appropriate. Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.
- To wear and use appropriate personal protective clothing and equipment.
- To liaise with school colleagues and contractors as required.
- Practical input to site maintenance.
- To de-ice hard surfaces and move snow to ensure safe access to the premises.
- To attend to spillages, floods, blockages and breakages as required.
- To carry out electrical Portable Appliance Testing.

- To carry out a range of minor maintenance and running repairs within the limit of his/her competence.
- To undertake regular testing of the temperature of hot and cold water systems to ensure compliance with Legionella prevention measures, recording outcomes and reporting any problem areas identified.
- To replace light bulbs and tubes as required.
- To check fire extinguishers for condition and charge state, recording findings and reporting/replacing extinguishers as necessary.
- To hold and maintain appropriate qualifications to erect and use scaffold towers, use woodworking machines.

Other duties:

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification: Caretaker

Experience: Competent at basic building repairs and maintenance and grounds maintenance.
Use of small industrial/electrical/mechanical equipment.
Experience of commercial cleaning operations.

Qualifications or Training: Willing to undergo training as required.
Able to understand and apply regulations (such as health & safety, manual handling regulations etc.).
Able to operate electrical / mechanical systems.

Practical Skills: Able to effectively organise and supervise the work of others (such as cleaners and contractors).
Reading, writing and numeracy skills sufficient to check time sheets, delivery notes, etc.
There will be some requirement to use email so some IT skills or a willingness to develop these would be useful.
Able to regularly handle/carry heavy items.

Personal Qualities & Attributes: Honest.
Able to work effectively with little supervision.
Polite and courteous to members of the public;.
Calm and patient when under pressure.
Co-operative with other employees, parents and visitors.
Able to show initiative and work proactively to ensure the smooth running of the site.