

Caretaker Job Description and Person Specification



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| Post Title: | Caretaker |
| Responsible to: | Site Supervisor / Senior Caretaker |
| Responsible for: | Delivery of the Trust Facilities Caretaking and Security |
| Grade | Band C £18,561 to £18,932 37 hours per week (rota), all year |

Main Purpose of Job

To deliver the full range of caretaking duties in line with policies, procedures, legislation and internal operational procedures as directed by the Site Supervisor.

Excellent standards of behaviour, respect and learning depend upon the ‘tone’ set by all members of the Trust community. We build upon our strengths – together!

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outline below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.

Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

A=Accountability (which means being responsible for something to somebody), L= Leadership (guide, direct and influence the outcomes of) O=Operational (day-to-day management and control of these activities)

1. Role Specific Duties and Responsibilities

| 1 | Caretaking | A | L | O |
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| 1.1 | Caretakers will work a shift pattern as directed to deliver the full caretaking and facilities needs of the Trust and Trust Sites. This will include ensuring the caretaking, safety, security, grounds maintenance and where relevant driving duties of the site. | ✓ | | ✓ |
| 1.2 | Opening the site. | ✓ | | ✓ |

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| 1.3 | Ensuring the site is empty before locking down and securing the site checking all doors, windows are locked and the alarm is set. | ✓ | | ✓ |
| 1.4 | Call out and liaise with external security company and other services if an alarm is activated. | ✓ | | ✓ |
| 1.5 | To move and organize furniture in the preparation of rooms, Halls and other areas. | ✓ | | ✓ |
| 1.6 | To assist with aspects of grounds maintenance. | ✓ | | ✓ |
| 1.7 | To install new fixtures and fittings, to meet the notice boards, pictures, locks, clocks, shelving, benching etc. | ✓ | | ✓ |
| 1.8 | Carry out aspects of routine maintenance around the site including, painting, plumbing, general maintenance. | ✓ | | ✓ |
| 1.9 | To clean and keep tidy specific areas of the school Daily cleaning of areas agreed | ✓ | | ✓ |
| 1.10 | To ensure the removal of waste in and around the site. | ✓ | | ✓ |
| 1.11 | General portorage around the site | ✓ | | ✓ |
| 1.12 | To supervise and facilitate the letting of the school | ✓ | | ✓ |
| 1.13 | To assist in the maintenance of the minibus and where appropriate drive the minibus (having routinely undertaken training for this) | ✓ | | ✓ |
| 1.14 | To respond to any emergencies on site. | ✓ | | ✓ |
| 1.15 | Have a regard for Health and Safety at all times. | ✓ | | ✓ |
| 1.16 | Undertake training where necessary | ✓ | | ✓ |
| 1.17 | Be involved with fire safety and fire evacuation. | ✓ | | ✓ |
| 1.18 | Be responsible for all aspects of site security for staff and pupils. | ✓ | | ✓ |
| 1.19 | Work with the full team to deliver the facilities needs of the site or any other Trust Academy. | ✓ | | ✓ |
| 1.20 | The designated peripatetic Caretaker will routinely work across all sites as directed by the Facilities Manager (all caretakers are required to work across Trust Sites when required, but will routinely have a base site). | ✓ | | ✓ |
| 1.21 | Undertake first aid training and with other staff respond to first aid instances | ✓ | | ✓ |

2. Generic Duties and Responsibilities

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| 2.1 | Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff. |
| 2.2 | All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided). |
| 2.3 | Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop. |
| 2.4 | Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedules. |
| 2.5 | All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust. |
| 2.6 | Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy. |

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| 2.7 | Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects. |
| 2.8 | Establish constructive relationships and communicate with others (inside and external to the Trust). |
| 2.9 | Organise and support Academy and Trust events as requested. |
| 2.10 | Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy. |
| 2.11 | All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. |

Person Specification
Post: Caretaker

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

| | | Essential | Method of Assessment |
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| 1 | Qualifications / Training / Experience | | |
| 1.1 | Relevant educational qualifications, to include: Trades, Caretaking, Health and Safety, Grounds maintenance, Site Security | Desirable | AF/CQ |
| 1.4 | Evidence of experience of caretaking and security work at an appropriate level. | ✓ | AF/I/R |
| 2 | Skills and Aptitudes | | |
| 2.1 | Understanding and be able to deliver all aspects of Caretaking management as outlined in the job description. | ✓ | AF/I/R |
| 2.2 | Ability to relate well to and respect pupils / students and act as a role model at all times. | ✓ | AF/I/R |
| 2.3 | The ability to work within recognised procedures and respond to unexpected problems and situations. | ✓ | AF/I/R |
| 2.4 | Be able to evidence the following to a high standard: Communication skills, organisational skills, specific skills related to the tasks outlined in the Job Description and IT skills. | ✓ | AF, CQ, R, I |
| 2.5 | Ability to deal with confidential and sensitive information with tact and discretion applying data protection and data sensitivity principles at all times. | ✓ | AF, CQ, R, I |
| 2.6 | Working knowledge of relevant policies/codes of practice/legislation relating to Facilities Management and in particular to Health and Safety. | ✓ | I/AF |
| 3 | Mandatory Requirements | | |
| 3.1 | A DBS check at an enhanced level must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust. | ✓ | DBS Check |
| 3.2 | Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and | ✓ | AF/R |

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| | bindovers must be declared on the application form. The 2013 and 2020 amendments to the Act allow that when applying for certain jobs and activities certain convictions and cautions are considered 'protected' and do not need to be declared. | | |
| 3.3 | References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend. | ✓ | AF/R |
| 4 | Physical Requirements | | |
| 4.1 | Health and physical capacity for the role. | ✓ | I, R |
| 4.2 | A good attendance record in current employment, (not including absences resulting from disability) | ✓ | I, R |

5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

| 5 | Effective Behaviours | Method of Assessment |
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| 5.1 | Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. | A/I/R |
| 5.2 | Delivering excellent service: Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. | A/I/R |
| 5.3 | Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. | A/I/R |
| 5.4 | Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. | A/I/R |
| 5.5 | Using resources: Making effective use of available resources including people, information, networks and budgets. Being aware of the financial position of the school (Trust) and impact of decisions on this. | A/I/R |
| 5.6 | Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust / School are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them. | A/I/R |

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| 5.7 | Developing self and others: Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust. | A/I/R |
| 5.8 | Working with people: Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. | A/I/R |
| 5.9 | Achieving results: Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. | A/I/R |

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have. **Key to abbreviations:** **AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed), **DBS** Disclosure and Barring Service Check.