

Site Caretaker Job Description and Person Specification



Post Title:	Site Caretaker
Responsible to:	Facilities Health and Safety Co-Ordinator
Responsible for:	Delivery of the Trust Facilities Management Service
Grade	Band D £19,311 - £19,698 37 hours per week, rota, all year

Main Purpose of Job

To deliver a high-quality Site Facilities Service, supervising the day to day operations and staff in line with the Service Operational Plan, Policies, procedures and legislation as directed by the Director of Finance and Physical Resources.

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

		A	L	O
1	Caretaking of the Site & Trust Premises			
1.1	The Site Caretaker is required to work across Trust Sites but will routinely have a base site. This will include ensuring the caretaking, safety, security, grounds maintenance and where relevant driving duties of the site.			
1.2	Opening the site. Have overview of the site and respond to any remedial work that needs to take place upon opening.	✓		✓

1.3	Closing the site 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	Respond to the needs of the school and liaise with Trust Facilities H&S Coordinator to ensure effective response.		✓	✓
1.5	Monitor the services the school receives from external contractors (including third party workers on site) liaising with Trust Facilities H&S Manager ensuring safe working practices are carried out and take actions to address should service fall below the expected standards. Ensure CDM regulations are followed.		✓	✓
1.6	Report on the work and standards of external cleaning staff to ensure that the service provided is that which is needed by the Trust and that it is delivered to a high standard.	✓	✓	✓
1.7	Ensure that the school premises and its grounds are safe for staff and students on a daily basis, are clean, that the building is at an appropriate temperature, that the rooms / spaces are prepared for daily use; and that the school is presented to its community as a positive amenity.	✓		✓
1.8	Report any break down to Utility Companies (Gas, Electricity and Water) or the approved maintenance contractor.	✓		✓
1.9	Monitor energy consumption on a monthly basis and report usage to the Trust Facilities H&S Coordinator.			✓
1.10	In accordance with Trust compliance procedures carry out regular monitoring of the following systems (to include but not exclusive to); fire alarm, emergency lights, air conditioning, CCTV, security of site.	✓		✓
1.11	Install new fixtures and fittings e.g. notice boards, pictures, locks, clocks, shelving, benching and decoration.	✓		✓
1.12	Move and organise furniture in the preparation of rooms, halls and other areas.	✓		✓
1.13	Carry out aspects of routine maintenance around the site including, painting, plumbing, general maintenance and grounds maintenance.	✓		✓
1.14	Safely remove damaged and redundant items to external storage locations and arrange for disposal in line with agreed procedures for disposal.	✓		✓
1.15	Monitor the fabric and fittings of the building / grounds for damage and rectify.	✓		✓
1.16	To supervise and facilitate the letting of the school or schools within the Trust.	✓		✓
1.17	Have a regard for Health and Safety at all times.	✓		✓
1.18	Ensure the removal of waste: monitor collection of recyclable waste and ensure delivery to appropriate containers; Supervise routine internal collection of waste / litter and ensure daily removal from premises. Ensure site waste receptacles are in good order, emptied regularly and clean, and that the grounds are maintained litter free. Report any issues with waste collection to Trust Procurement Officer.	✓		✓
1.19	Be involved with fire safety and fire evacuation.	✓		✓
1.20	Be responsible for all aspects of site security for staff and pupils.	✓		✓

1.21	Respond and attend to incidents and emergencies arising on the premises and grounds at all times when on duty. Also when recalled back to site, by Alarm Security Contractor.	✓		✓
1.22	Work with the site team to carry out PAT testing for the site. Training will be provided if required.	✓		✓
1.23	Working with the Trust Facilities Manager provide support to projects on site.	✓		✓
1.24	To cover for other site staff if required to ensure schools and Trust buildings are opened and secured as necessary.	✓		✓
1.25	To ensure the grounds maintenance is carried out when required and to an approved standard.	✓		✓
1.26	Undertake training where necessary including first aid training.	✓		✓
1.27	Liaising with Trust H&S Coordinator for any external audit visits.			✓

2. Generic Duties and Responsibilities

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.
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: Site 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
1	Qualifications / Training / Experience		
1.1	Evidence of experience of caretaking and security work at an appropriate level.	✓	AF/CQ
1.2	Relevant educational qualifications or experience working in: Trades, Caretaking, Health and Safety, Grounds maintenance, Site Security.	Desirable	AF/CQ
2	Skills and Aptitudes		
2.1	Understanding and be able to deliver all aspects of Facilities 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: numeracy, communication and negotiation skills. organisational skills, administrative skills, IT and data 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
2.7	Clean driving licence	Desirable	AF / I
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	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF/R
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
5.1	Seeing the Big Picture: Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work.	A/I/R
5.2	Changing and Improving: Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.	A/I/R
5.3	Making Effective Decisions: Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively.	A/I/R
5.4	Leadership: Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.	A/I/R
5.5	Communicating and Influencing: Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.	A/I/R
5.6	Working Together: Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your	A/I/R

	colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.	
5.7	Developing Staff and Others: Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.	A/I/R
5.8	Managing a Quality Service: Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.	A/I/R
5.9	Delivering at Pace: Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.	A/I/R

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