

# Senior Site Caretaker Job Description and Person Specification



<b>Post Title:</b>	Senior Site Caretaker
<b>Responsible to:</b>	Director of Finance and Physical Resources
<b>Responsible for:</b>	Delivery of the Trust Facilities Management Service
<b>Grade</b>	Band F £23,483 - £24,920 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

1	Supervision of a Trust Site	A	L	O
1.1	The Site Supervisor will be responsible for the supervision of site staff, ensuring that the team operates effectively and safely to cover all the areas of work, including:			
	1.1.1 working rotas providing appropriate services for the school during both term time and holidays (including planning cover for absences and holidays)	✓	✓	✓
	1.1.2 to allocate work and monitor performance ensuring that all day to day operations are discharged safely and to the required standard	✓	✓	✓

1.1.3	Working with Trust Facilities H&S Coordinator provide direction, supervision of and updating (including induction and training) including access to appropriate external training where necessary for site team. Ensure teams action items from risk assessments that are operational day to day. Ensure site team follows GDPR guidelines and Trust requirements.		✓	✓
1.1.4	respond to the needs of the school and liaise with Trust Facilities H&S Coordinator to ensure effective response.		✓	✓
1.1.5	Monitor the services the school receives from external contractors (including third party workers on site) liaising with Trust Facilities H&S Coordinator and take actions to address should service fall below the expected standards. Ensure CDM regulations are followed.		✓	✓
1.1.6	Report on the work and standards of external cleaning staff to ensure that the service provided is that which is needed by the Academy and that it is delivered to a high standard.	✓	✓	✓
1.2	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.	✓		✓
1.3	Report any break down to Utility Companies (Gas, Electricity and Water) or the approved maintenance contractor.	✓		✓
1.4	Monitor energy consumption on a monthly basis and report usage to the Trust Facilities H&S Coordinator.			✓
1.5	Monitor the safety of other installations in the building: labs, technology rooms, art kilns etc. reporting to the Trust Facilities H&S Coordinator.	✓		✓
1.6	In accordance with Trust compliance procedures carry out regular monitoring of the following systems (to include but not exclusive to); fire alarm, emergency lights, kiln, air conditioning, CCTV, security of site.	✓		✓
1.7	Install new fixtures and fittings e.g. notice boards, pictures, locks, clocks, shelving, benching and decoration.	✓		✓
1.8	Move and organise furniture in the preparation of rooms, halls, exam halls and other areas.	✓		✓
1.9	Safely remove damaged and redundant items to external storage locations, and arrange for disposal in line with agreed procedures for disposal.	✓		✓
1.10	Monitor the fabric and fittings of the building / grounds for damage, and rectify.	✓		✓
1.11	Ensure the removal of graffiti from the premises and its grounds. Report any incidents to the Headteacher.	✓		✓
1.12	Monitor cleaning and tidying of the school premises and their grounds with staff and/or contractors.	✓		✓
1.13	Site staff are expected to undertake both routine cleaning duties and specific tasks as necessary.	✓		✓
1.14	Clean and keep tidy specific areas of the school	✓		✓
1.15	Ensure exam desks are set out when required and returned to storage to minimise disruption to Assembly Hall and Gymnasium activities	✓		✓
1.16	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.			
1.17	Work with Trust Facilities H&S Coordinator to ensure compliance with the Environmental Health Department inspection of the kitchen facilities. To undertake remedial equipment repairs, redecorating and flooring and advise on completion.	✓		✓
1.18	To ensure minibus is in good repair; liaise with the garage for any remedial work, arrange MOT tests and servicing requirements alongside the Trust Facilities H&S Coordinator.	✓		✓
1.19	As part of the site team, respond and attend to incidents and emergencies arising on the premises and grounds at all times when on duty. This will also include occasions out-of-hours when recalled back to site, by Alarm Security Contractor.	✓		✓
1.20	Manage the performance and appraisal of all Site Staff in line with Trust policies and procedures.	✓		✓
1.21	Monitor work routines on a regular basis.	✓		✓
1.22	Working with the Director of Finance and Physical Resources, develop and implement working procedures and standards for all premises and estates staff in line with the process for Service Delivery Plans and Operational Schedules.	✓		✓
1.23	Working with the Trust Facilities Manager provide support to projects on site.	✓		✓
1.24	To cover for 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 (whether in house service or external service).	✓		✓
1.26	Undertake first aid training. Be first contact to support First Aid team with any first aid instances and accidents. Report directly to Trust H&S Coordinator for escalation.	✓		✓
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: Senior 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.

		<b>Essential</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Qualifications / Training / Experience</b>		
1.1	GCSE A*-C in Mathematics, English and other relevant qualification at A' level equivalent or above.	Desirable	AF/CQ
1.2	Health and Safety qualification or experience at a level appropriate for the post	✓	AF/CQ
1.3	Facilities management qualification and/or practical knowledge, skills and experience at a level appropriate for the post	✓	AF/CQ
1.4	Evidence of experience of delivering a Facilities Service at an appropriate level.	✓	AF/I/R
<b>2</b>	<b>Skills and Aptitudes</b>		
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
<b>3</b>	<b>Mandatory Requirements</b>		
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
<b>4</b>	<b>Physical Requirements</b>		
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.

<b>5</b>	<b>Effective Behaviours</b>	<b>Method of Assessment</b>
5.1	<b>Managing self and personal skills:</b> 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	<b>Delivering excellent service:</b> 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	<b>Finding innovative solutions:</b> 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	<b>Embracing change:</b> Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	A/I/R
5.5	<b>Using resources:</b> 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	<b>Engaging with the big picture:</b> 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
5.7	<b>Developing self and others:</b> 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	<b>Working with people:</b> 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	<b>Achieving results:</b> Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.	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