

JOB DESCRIPTION

Job Title:	Caretaker
Responsible to:	Deputy Headteacher Site Manager
	Grade: E (Points 6-8)
	Salary: £19,698 - £20,493
Working Hours:	37 hours per week arranged over the following 3 possible shifts:
	7am – 3pm
	8am – 4pm
	10.15 am – 6.15pm
Paid Weeks Per Annum:	52.143
Holiday entitlement:	6.2 weeks per year

Purpose of Role:

To undertake general maintenance of the school building and facilities, practical support in arrangements for meetings/events and to assist in maintaining the security of the school buildings.

Job Duties:

Carry out any other duties within the competence of the post-holder commensurate with the general level of responsibility of the post.

- To act as joint key holder for the site, ensuring security at all times, including the operation of the alarms. To be available for call-out on a rota basis.
- To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors. To visually monitor the condition of fire extinguishers, and to participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure.

- To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- To undertake emergency cleaning (soiling of toilets, sickness, floods etc) as necessary.
- To undertake the efficient operation of the heating system, ensuring its good working order.
- To take deliveries of stores, materials and other goods and to undertake portering duties as required (including moving furniture, equipment etc).
- To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary. To attend site meetings as required.
- To maintain records and complete paperwork as required. To be aware of and adhere to applicable Academy Trust Policies and procedures
- Contribute to the safe management of water, asbestos and Covid procedures.
- Control of traffic in emergency situations
- Painting and decorating as required
- Any other duty as reasonably required that is commensurate with the grade of the post

This is not an exhaustive list and some changes to both the Job Description and duties may occur.

Key Responsibilities:

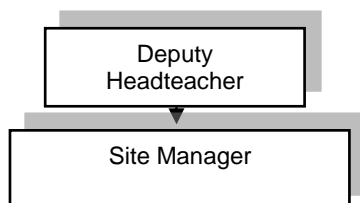
Contribute to the ethos and aims of the School

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically through SharePoint) ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher, line manager and the Business Manager asks relevant to the school's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals.
- To liaise with parents, students, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries.

Structure



POSTHOLDER

Skills/Qualifications:

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Further Information:

Scale Point

All staff start at the first scale point within their salary grade and receive annual increments until the top of scale is reached.

Pension

As an employer of the Local Government pension scheme, the postholder will be automatically enrolled into the Wiltshire Pension Scheme. The School pays a contribution of salary into the LGPS – this is an additional remuneration benefit.

Confidentiality

Some of the work undertaken within the School is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the School's data protection parameters.

Annual Appraisal

All staff undergo an annual appraisal as part of performance management at The Corsham School.

The Corsham School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure Barring Service checks, medical and satisfactory references as part of standard pre-employment checks.

PERSON SPECIFICATION

Job Title:

Caretaker

Attributes	Essential Requirements	Desirable Requirements
Work Experience		<ul style="list-style-type: none"> Previous experience of being a 'key-holder' and having responsibility for the security of buildings (A) Knowledge of security systems (A)
Skills/Abilities	<ul style="list-style-type: none"> Able to following instructions on the use of equipment and materials (A,I) Able to work effectively with other members of the site team and work on own initiative when required (A,I) Ability/confident to effect minor repairs (A/I) Ability to react quickly to demanding situations (A,I) 	
Personal Qualities	<ul style="list-style-type: none"> Willingness to work flexible hours on a rota system with other members of the site team (I) Willing to be included in the 'on-call' rota system (I) Punctual and reliable (I) Willing to undertake relevant training as required (I) Full, clean driving licence and use of own car (A,I) Flexible (I) 	<ul style="list-style-type: none"> Previous experience working in a school environment (A,I)

*

Key:

A = Application Form

D = Documentary

I = Interview

Name:

Signature:

Date:

The Corsham School will accept photocopies on application, but original certificates MUST be presented for verification the interview day.

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

SignedDate.....
