**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

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| --- | --- |
| **School:** | Heacham Infant and Junior Schools part of West Norfolk Academies Trust |
| **Job Title:** | Senior Caretaker |
| **Grade:** | Scale D, Point 5 – 6, £9.74-£9.94/hour (£18,795 to £19,171/year FTE based on a 37 hour week – please note that the salary will be pro rata) |
| **Hours/weeks:** | 37 hours/week, 52 weeks/year  Heacham Infant School 7:30am-11:10am Monday - Friday  Heacham Junior School 1:50pm-5:30pm Monday – Friday  **The job can be shared between schools as a full-time position or each school separately as a part time position. Please state your preference on the application form** |
| **Responsible to:** | Headteacher |
| **Working With:** | Office Manager  Trust Facilities Manager  Facilities staff  Cleaners |

**Purpose of the Job**

To ensure that the school premises and contents are properly maintained, secured and ready for use, in accordance with all Health and Safety Regulations and the practices and procedures of the school. To help keep the school clean and tidy.

**Responsibilities**

* To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc. To be available to answer emergencies outside of regular working hours and pre-planned lettings.
* To ensure that heating and lighting systems and other equipment are working properly.
* To monitor the work of cleaning staff/contractors by making regular inspections to check that the specification is being met in terms of frequency and quality of work. To deal with initial discrepancies and/or to bring them to the attention of the contractor’s site supervisor, and refer ongoing problems to the Executive Headteacher/School Headteacher.
* Training, supervising and motivating the cleaning team, scoping and implementing work schedules and rotas.
* Maintaining safe working practices and adherence to all best practice and statutory requirements in the area of Health and Safety arrangements for the Caretaking function including completion of risk assessments.
* Effectively manage store cupboards and stock rotation, minimising stock holding and working to a set budget. Completing purchase orders, placing orders and maintaining records.
* To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974.
* To be fully aware of, and to comply with, all departmental instructions and procedures relating to Health and Safety at Work, and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
* To support leaders with writing, reviewing and implementing risk assessments associated with a primary school.
* To undertake porterage and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.
* Completing cleaning and deep cleaning duties dependent on the needs of the business;
* To undertake general duties, dealing with lost property, general cleaning of store rooms, obtaining or storing equipment/materials for teaching and other staff.
* To take responsibility for the duties associated with a reasonable number of evening and weekend lettings.
* Coordinating and completing the lifting, moving and setting up furniture for events and school requirements in line with health and safety procedures.
* To carry out regular inspections of responsible areas, reporting all defects, maintenance requirements and damage in a timely manner; To carry out general repairs.
* To undertake outside duties, for example: clearance of drains and gullies, general tidying, moving of rubbish, snow clearance, etc.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspect of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English |  | **🗸** | Appl/Int |
| Level 2 Maths |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Good knowledge and demonstrable experience of Caretaking. | ✓ |  | Appl/Int |
| Knowledge and working experience of Health & Safety regulations and safe working practices within a  Caretaking position | ✓ |  |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills | ✓ |  | Appl/Int/Ref |
| Ability to prioritise and organise work commitments | ✓ |  |
| Awareness of the responsibilities of working in an environment with young people. | ✓ |  |
| Ability to work independently and as part of a team | ✓ |  |
| Ability to work under pressure and to tight deadlines | ✓ |  |
| Ability to follow strict procedure and regulations | ✓ |  |
| Effective oral/written communication skills | ✓ |  |
| Flexible approach to work | ✓ |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Excellent interpersonal skills | ✓ |  | Appl/Int |
| Professional at all times | ✓ |  |
| Passionate and caring | ✓ |  |
| Decisive, determined and self-confident | ✓ |  |
| Integrity, trustworthy, honest and open | ✓ |  |
| Accessible and approachable | ✓ |  |

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| --- | --- | --- |
| Appl = Application form | Int = Interview | Ref = Reference |