**[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**

|  |  |
| --- | --- |
| **School/College:** | **Springwood High School** |
| **Job Title:** | **Caretaker** |
| **Grade:** | **Scale B, Point 2 (£9.18/hour)**  **(£17,711 FTE per annum, based on a 37/hour week)** |
| **Hours/weeks:** | **18 hours/week, 52 weeks/year**  Please note that this is an evening and weekend post involving working some weekday evenings and Saturday day times. Details regarding exact days and timings can be discussed at interview. |
| **Responsible to:** | **Facilities Manager** |
| **Working With:** | **Facilities Manager**  **Headteacher**  **Facilities staff** |

**Purpose of the Job**

The main purpose for this role is to ensure that the school premises and contents are properly maintained, secured and ready for use, in accordance with 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 ensure compliance with best practice and statutory requirements in the area of Health and Safety.
* 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 undertake porterage and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.
* To clean areas as required and ensure that they are kept in a clean and hygienic condition.
* 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.
* 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 aspects 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**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills | ✓ |  | Appl/Int/Ref |
| Good communication skills | ✓ |  |
| Able to work unsupervised | ✓ |  |
| Honest and trustworthy | ✓ |  |
| Attention to detail | ✓ |  |
| Able to follow work routines and  instructions | ✓ |  |
| Able to work as a team member | ✓ |  |
| Awareness of the responsibilities of  working in an environment with young people. | ✓ |  |
| Ability to prioritise and organise work  commitments | ✓ |  |

Appl = Application form Int = Interview Ref = Reference