JOB DESCRIPTION

Job Description: Caretaker (Dual Site)
Reporting To: School Business Manager **Pay Scale: Scp4**

Job Purpose:

To ensure that the school building and grounds are kept clean, safe and secure through the provision of a responsive and effective caretaking service, including being accountable for key holding and site security and undertaking statutory H&S compliance checks, general maintenance, DIY minor improvements and repair work.

Key Responsibilities: Specific

- Carrying out security procedures for the school grounds, premises and their contents including the routine and non-routine opening and closing of premises as required.
- Undertaking compliance monitoring, maintenance and recording in line with trust and school policies and procedures, appropriate legislation and HSE and DfE guidance documents, including but not limited to the testing and operation of water systems, fire and security alarms and the visual checks of play equipment, emergency lighting, electrical equipment etc. ensuring faults are reported promptly to the appropriate person.
- Carrying out minor repairs and general maintenance tasks, commensurate with experience and level of responsibility. Completing reactive tasks/maintenance across the school
- Day-to-day duties will include the maintenance of premises, equipment and plant; cleaning duties; litter-picking; receipt and distribution of deliveries; security of the buildings and site including testing of alarms and fault reporting; movement of goods and equipment; setting up of facilities; grounds maintenance works; lettings; and ensuring the premises meet health and safety requirements.
- Reporting to the appropriate person any instances of trespass or damage onto the premises from intruders or unauthorised parking of vehicles.
- Reporting to the appropriate person any repairs and/or maintenance work required at the premises which cannot be undertaken as part of the above duties.
- Undertaking site porterage of supplies and equipment, set ups, transportation, lifting, handling tasks, litter management duties.
- Carrying out emergency cleaning duties, such as gritting and cleaning up spillages.
- Liaising with staff, visitors and contractors on a daily basis.
- Undertaking general gardening maintenance and improvements, including weeding,
- Carrying out dual maintenance and support as and when required in the absence of the current caretaker
- Cover will be required for the morning shift in the event of absence of the other post holder and annual leave

Key Responsibilities: General

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/Trust SLT.

The post holder will be expected to work within the trust and schools' policies and procedures and uphold the organisation's vision.

The job description is not intended to be a complete list of duties and responsibilities, but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely.

Ethical Behaviours Charter

Competency	We do this by
Trust	• Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	• Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	• Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	• Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	• Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.
Optimism	• Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity and cynicism • Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	• Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. • Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. • Believing in the potential of others; helping them be the best they can be. • Quickly taking in new information and translating that into recommendations, decisions, plans and projects.