



## Caretaker (Secondary School) - JOB DESCRIPTION

<b>Reporting To: Premises and Safety Manager</b>	<b>TEAL Associate Staff Pay Scale, Point 2</b>
<b>Job Purpose:</b> <p>To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”</p> <p>Responsible for ensuring that the school building and grounds are kept clean, safe and secure through the provision of a responsive and effective caretaking service, including key holding and security, janitorial duties and minor improvements/repair work.</p>	
<b>Key Responsibilities: Specific</b>	
<ul style="list-style-type: none"><li>• Undertake scheduled maintenance of equipment including the testing and operation of water systems, residual current devices, fire and security alarms and the visual checks of light switches, plug sockets, etc. ensuring all faults are reported through the appropriate channels.</li><li>• Carry out minor repairs and general maintenance tasks, commensurate with experience and level of responsibility, as directed by the Premises and Safety Manager</li><li>• Report to the Premises and Safety Manager any repairs and/or maintenance work required at the premises which cannot be undertaken as part of the above duties.</li><li>• Undertake site portering of supplies and equipment including: room/event set ups, goods transportation and litter management duties as directed by the Premises and Safety Manager.</li><li>• Liaise with staff, visitors and contractors on a daily basis.</li><li>• Carry out security procedures for grounds, premises and their contents including the routine and non-routine opening and closing of premises as required</li><li>• Undertake first aid training and duties to support staff and school operational requirements.</li><li>• Undertake general gardening maintenance and improvements, including weeding, planting, strimming and grass cutting.</li><li>• Report any instances of trespass onto or damage to the premises from intruders or unauthorised parking of vehicles in accordance with agreed procedures.</li></ul>	
<b>Key Responsibilities: General</b>	
<p>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/TEAL SLT.</p> <p>The post holder will be expected to work within TEAL and the schools’ policies and procedures and uphold the organisation’s values and vision.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p>	
<b>The key competencies and behaviours commensurate with this post are identified overleaf.</b>	



## Ethical Behaviours Charter

Competency	We do this by
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li> <li>• Managing emotions and helping others to do the same.</li> <li>• Keeping promises and doing what we say we will</li> <li>• Having genuine compassion for others</li> </ul>
<b>Wisdom</b>	<ul style="list-style-type: none"> <li>• Developing knowledge and expertise, then sharing that knowledge</li> <li>• Learning from mistakes and failures and admitting when we are wrong</li> <li>• Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>• Being patient, respectful, generous and forgiving.</li> <li>• Acting with compassion and care, listening and seeing the person behind the role</li> <li>• Focusing on relational practice; building trust and rapport with others by empowering and elevating them.</li> </ul>
<b>Justice</b>	<ul style="list-style-type: none"> <li>• Doing what is right, rather than what is popular or easy</li> <li>• Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate.</li> <li>• Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li> <li>• Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• Putting ourselves in the service of others.</li> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful way, demonstrating humility and self-control.</li> <li>• Removing barriers to enable others to do their jobs well</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>• Holding ourselves to account when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity and change.</li> <li>• Speaking honestly, openly and with empathy</li> </ul>
<b>Optimism</b>	<ul style="list-style-type: none"> <li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li> <li>• Calling out negativity, cynicism and dishonesty.</li> <li>• Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth.</li> <li>• Reading, researching, networking and sharing learning with others.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> </ul>