



Caretaker

**37 hours per week, 52 weeks per year. Shift work is required.
£17,340 per annum**

We are looking for a highly motivated and enthusiastic person to undertake caretaking duties across the City of Derby Academy.

As an integral part of the site team you will be responsible for site security, general maintenance, cleaning and the handling of deliveries, among other duties. Working hours are based on a two week shift rotation and some weekend working will be required.

The successful candidate will have:

- Strong team working skills and have the ability to use their initiative;
- A flexible approach to working;
- Good understanding of Health and Safety procedures;
- Practical D.I.Y skills;
- High motivation, enthusiasm and professional standards.

About us:

The City of Derby Academy, part of QEGSMAT, is situated on the western edge of Derby; the site boasts superb general classrooms as well as specialist provision for science, technology, the arts and PE.

For further information and an application pack please visit our website www.cityofderbyacademy.org and click on Job Opportunities.

Closing date for applications: Sunday 15th October 2017

Interview date: W/C 23rd October 2017

Start date: As soon as possible

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts within the Trust are subject to an enhanced DBS with barred list check.

The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

JOB DESCRIPTION

Post title: **Caretaker**

Responsible to: The Caretaker will be responsible to the Head of Academy through the immediate day to day direction and supervision of the Site Manager.

Purpose: To maintain the security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities), lighting, heating and cleaning of premises (including the maintenance and operation of plant) and providing portage and defined handyperson duties and other duties arising from the use of premises.

Main (core) duties: The Caretaker will support the Site Manager in maintaining the security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities), lighting, heating and cleaning of premises (including the maintenance and operation of plant) and providing portage and defined handyperson duties and other duties arising from the use of premises.

General handyperson duties would include routine development and maintenance, decorating, repairs and other tasks which would not normally require the services of an outside contractor.

The Caretaker will assist the Site Manager with the complete range of duties below:

1. Site security, Heating and Safety

- 1.1 To maintain security of the premises together with its contents, attend to the Intruder Alarms where applicable, board up and make secure the building(s) following acts of vandalism.
- 1.2 To attend to the heating of the premises and maintain the required temperatures, ensure boiler plant equipment is cleaned and maintained in accordance with the specification and report faults.
- 1.3 To attend to the heating of the premises at weekends during the approved winter period ie 1st November - 30th April when necessary and as agreed.
- 1.4 To be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, etc in line with the Academy policy and procedures for emergency cover.

1.5 To take reasonable care for the health and safety of themselves and others who may be affected by their activities and, where appropriate, to safeguard the health and safety of all persons under their control and guidance in accordance with the provision of Health and Safety legislation.

1.6 To assist in all necessary testing and recording of fire alarms, water systems and emergency lighting for the purposes of ensuring statutory compliance.

2. Resources

2.1 To record all deliveries and maintain the required information, replace consumable items and ensure that adequate supplies are maintained to meet the needs of the establishment and the cleaning contractors.

2.2 To attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings; to be available to attend evening lettings as agreed during the week and at other times by agreement.

2.3 To give adequate supervision and directive advice to contractors including cleaning staff in order to maintain high standards of cleaning, security, maintenance and janitorial duties; to maintain the required records of timesheets, attendance records etc.

2.4 To monitor the quality of cleaning of the site and to provide reports to the Principal/Deputy Chief Executive where cleaning is not up to standard.

2.5 To provide and assist in dealing with matters concerning building maintenance, including internal decoration and basic plumbing and joinery work.

2.6 To provide a range of “handy person” duties

3. Porterage and Janitorial Provision

3.1 To clean designated areas in the establishment and maintain high standards in these areas; maintain floor surfaces in accordance with the requirements of the Academy’s cleaning/janitorial specification.

3.2 To ensure that all exterior hard surfaces including artificial/turfed areas are kept in a clean, tidy and safe condition – including the emptying of litter baskets, the cleaning of drains and gulleys as required, and during the winter months, the salting, de-icing of hard surface areas and moving of snow to ensure access to the premises.

3.3 To remove graffiti from internal and external surfaces immediately it is noticed.

- 3.4 To assist with the cleaning of internal glass and windows where required.
- 3.5 To clean, where applicable, overhead kitchen canopies and grease traps.
- 3.6 To set out furniture, examination desks etc, as requested by the Academy.
- 3.7 To carry out portering duties as and when required by the Academy.
- 3.8 Undertaking such other duties that are commensurate with the post as directed by the Site Manager or the Head of Establishment.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

PERSON SPECIFICATION

Caretaker

	Essential	Desirable	Evidence
Qualifications		<ul style="list-style-type: none"> Relevant maintenance or trade qualification. 	<ul style="list-style-type: none"> Certificates
Skills	<ul style="list-style-type: none"> Ability to undertake minor repairs and maintenance including painting and decorating, joinery, plumbing and glazing. Ability to undertake manual handling tasks such as portage of furniture and deliveries. Ability to undertake testing and log keeping to help ensure statutory compliance. 		<ul style="list-style-type: none"> Application form Selection process References
Knowledge	<ul style="list-style-type: none"> Knowledge of health and safety legislation and good practice and how they apply in a school environment. 		<ul style="list-style-type: none"> Application form Selection Process
Experience		<ul style="list-style-type: none"> Previous caretaking experience. Experience of maintenance, handyman or trade duties. 	<ul style="list-style-type: none"> Application form Selection process References
Personal Qualities	<ul style="list-style-type: none"> Able to develop and maintain effective working relationships and work well in a team. Willing to be flexible in relation to working hours. Ability to act on own initiative, dealing with any unexpected problems that arise. 		<ul style="list-style-type: none"> Application form Selection process References

	<ul style="list-style-type: none">• Hardworking, conscientious, motivated and enthusiastic.• Willing to develop through appropriate training opportunities.		
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PRINT NAME _____

SIGNATURE _____

DATE _____