

MATRIX ACADEMY TRUST
Job Description –Caretaker

Based at:	BLOXWICH ACADEMY PRIMARY SCHOOL
Arrangement:	Full time – 37 Hours Possibility of split-shifts All year round (including school holidays) – Holidays can be taken during term time with prior consent and shift cover.
Salary:	Scale Group 6 Spine Points 21-24 £25,840 - £26,677
Main Purpose:	The School Caretaker is responsible for maintaining and securing the school premises. Tasks include building maintenance, groundskeeping, health and safety inspections, security monitoring and cleaning. You will ensure that the school environment is safe, clean, and conducive to learning.
Main Activities:	<p>Security</p> <ul style="list-style-type: none"> • Maintain the security and safety of the premises and its contents at all times, open and close at appointed times, carry out security procedures operating intruder alarms as per the Headteacher's and Trust Estates Team instructions and securing premises following illegal entry/vandalism. • On occasions respond to emergency call outs due to alarm activations or intruders on site. <p>Health and Safety</p> <ul style="list-style-type: none"> • Carrying out tests/inspections on various health and safety equipment such as the fire alarm, fire extinguishers and emergency lighting etc. Record all tests and inspections in line with appropriate legislation. <p>Heating and Lighting</p> <ul style="list-style-type: none"> • Operation of the heating plant, to ensure correct temperatures are maintained throughout the school. Ensuring that there is an adequate supply of hot water available. • In accordance with instructions from the Senior Caretaker, carry out and record meter readings. • The cleaning of heating plant, air conditioning Filters, fan assisted heaters and boiler houses. <p>Cleaning/Appearance of the School</p> <ul style="list-style-type: none"> • Provide safe access to the premises in the event of snow/minor flooding or similar emergency situations. • Ensure all outside steps, playgrounds, pathways and playing fields are kept in a clean condition and that all waste paper receptacles are emptied daily. • To be responsible for the collection of litter from grassed, landscaped, car parks and other areas on the school's land. Ensuring that drain grids are free from litter and other debris. • Ensure that toilets are adequately stocked with toilet requisitions at all times.

Maintenance

- Use trade skills, e.g. carpentry, electrical and plumbing to maintain and upgrade the site as required.

Portage

- Perform all portage duties according to the school's needs, as determined by the Hub Manager and Senior Caretaker. This will include receiving and distributing cleaning materials, equipment and other relevant goods, delivering packages to departments.
- Attend to visitors/contractors, including receiving telephone calls and other messages where appropriate.
- Collecting and disposing of all rubbish to appropriate containers.
- Destroying sensitive documents via incinerator or shredder as instructed by line manager.
- Move furniture and equipment around School as required.
- Prepare and clear desks and chairs for school examinations and other events.

Monitoring and Recording

- In accordance with instructions from the Hub Manager and Senior Caretaker to monitor the work of all contractors engaged in the maintenance and repair of the school premises.
- In accordance with instructions from the Senior Caretaker to monitor various aspects of health and safety, i.e. Asbestos, pathways and slabbed areas etc and to record findings on appropriate paperwork. Also to inform line manager of any defects.
- Assist Senior Caretaker to keep, update and /or return all necessary documents and records as required by the Headteacher, Hub Manager and Trust Estates Team.

Stores/Equipment

- To be responsible for the safe and correct storage, maintenance, issue, use of materials chemicals and machines.
- Maintaining the stores and ensuring that all assets/equipment related to the stores are stored appropriately.

Lettings

- Preparing for after school activities, opening up and securing the premises, cleaning up after these activities and preparing venues for the return of normal activities.
- On rotation, to open up and secure the site for community usage at weekends.

Window Cleaning

- To undertake certain window cleaning within safety requirements.

Other:	<ul style="list-style-type: none"> • Transport pupils using the School Minibus • Attend Minibus Driver Training as required • To attend any other training courses as required • To undertake any duties reasonably directed by the Hub Manager or Trust Estates Team.
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Trust retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST
Person Specification – Assistant Caretaker

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy	E	A/I/S
First aid trained	D	A
Relevant training courses e.g. Health & Safety, Manual Handling	E	A
MIDAS or equivalent minibus training	D	A
Experience and Knowledge		
Relevant experience of caretaking or a similar maintenance role	E	A/I/S
Knowledge and/or experience of building maintenance repairs e.g. plumbing, electrical	E	A/I/S
Knowledge and/or experience of health and safety processes	E	A/I/S
Working within a school or busy environment	E	A/I
Basic computer and keyboard skills	E	A/I/S
Practical Skills, Personal Qualities and Behavioural Attributes		
Ability to use IT systems for building maintenance recording	E	A/I/S
Ability to complete records accurately	E	A/I/S
Able to be a flexible worker, prioritise workload and multi-task	E	A/I
Able to complete all physical requirements of the role e.g. lifting furniture, standing for long period of times	E	A/I
Excellent communication skills	E	A/I/S
Effective team worker	E	A/I
An ability to provide high levels of customer care at all times	E	A/I
Excellent inter-personal skills, with both children and adults	E	A/I
Self-motivated and enthusiastic	E	A/I
An ability to remain calm when under pressure	E	I/S
Able to solve problems and respond to unforeseen circumstances e.g. hazards, accidents	E	A/I
Ability to take initiative and be proactive	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Committed to the provision and improvement of quality service provision	E	I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).