

### JOB SPECIFICATION

<b>Job Title:</b>	Caretaker (generic)
<b>Reporting to:</b>	Headteacher and Trust Estates Manager
<b>Grade:</b>	G4
<b>Workplace:</b>	Waterton Academy Trust schools

<b>Purpose of the Post:</b>	Under the direction / instruction of appropriate senior staff: assist in the provision of maintenance and security services on school premises and sites, therefore ensuring a safe working environment.
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<b>Responsibilities:</b>	<p><b><u>Safety/Security</u></b></p> <ul style="list-style-type: none"> <li>• Lock/unlock school buildings and areas</li> <li>• Assist with regular security checks and identify security risks</li> <li>• Operate and respond to alarm systems where appropriate</li> <li>• Undertake lettings</li> <li>• Monitor fire safety equipment</li> <li>• Liaise with police</li> <li>• Undertake statutory testing where required and record as directed. E.g. weekly fire alarm testing, emergency lighting</li> </ul> <p><b><u>Cleaning and Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• Undertake/ assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture</li> <li>• Operation of heating plant, cooling and lighting systems</li> <li>• Collect and assemble waste for collection</li> <li>• Undertake cleaning duties including graffiti removal, litter-picking</li> <li>• Undertake emergency cleaning duties</li> <li>• Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance</li> <li>• Provide emergency access to the school site</li> <li>• Undertake activities to maintain safe and clean external environment e.g. gritting</li> </ul> <p><b><u>Resources</u></b></p> <ul style="list-style-type: none"> <li>• Ensure the maintenance of a clean and orderly working environment</li> <li>• Timely &amp; accurate preparation of routine equipment/resources/materials as set out in instructions</li> <li>• Undertake basic record keeping as directed</li> <li>• Refill and replace consumables e.g. soap &amp; towels</li> <li>• Report faulty equipment &amp; other maintenance requirements to appropriate person</li> <li>• Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches</li> <li>• Ensure lights and other equipment are switched off as appropriate</li> </ul>
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	<p><b><u>Organisation</u></b></p> <ul style="list-style-type: none"> <li>• Undertake/assist with the receipt, distribution, collection and despatch of goods</li> <li>• Undertake and participate in the organisation and movement of furniture within the building</li> <li>• Maintain and arrange orderly and secure storage of supplies</li> <li>• Operate everyday equipment in accordance with instructions</li> </ul>
<p><b>Expectations of All Employees</b></p>	<ul style="list-style-type: none"> <li>• Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Working knowledge of the education sector</li> <li>• Contribute to the overall ethos/work/aims of the Trust and member academies.</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>
<p><b>Additional Information:</b></p>	<p>The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.</p>
<p><b>Responsibilities for Resources:</b></p>	<p><b>Employees (Supervision):</b> Supervision of Cleaning staff where appropriate</p> <p><b>Financial:</b> Effective use of materials and resources</p> <p><b>Physical:</b> Effective use of materials and resources</p>
<p><b>Customers and Clients:</b></p>	<p>The post involves some direct impact on the wellbeing of pupils through undertaking tasks or duties related to the post</p>
<p><b>Working Conditions:</b></p>	<p>The nature of the post may involve some ongoing considerable physical effort, e.g. lifting or carrying of equipment, pushing or pulling items of moderate weight, relating to the nature of the role.</p> <p>The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.</p>
<p><b>Characteristics of the post:</b></p>	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p><b>The employment checks are required:</b></p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the U.K.</li> <li>• Evidence of essential qualifications – see page 1 of this job specification</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> <li>• Registration with appropriate bodies (where applicable)</li> </ul> <p><b>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</b></p>



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	<p><b>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</b></p>
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