

Job Description and Person Specification

Post Title	Caretaker/Handy Person
Salary/Grade:	Grade D point 5 - 6 (£19,312 - £19,698) pro rata if part time
Academy:	Bovington Academy, AAT South Coast District
Reporting To:	School Business Manager
Responsible for:	All support functions within the Academy
Disclosure Level:	Enhanced
Hours of Work:	25 hours a week, 52.14 weeks per year
Leave:	Annual Leave is 24 days working days for a full year, based on a 5-day working week in addition to Bank/Public holidays
Core Purpose:	Work under the direction of the Facilities Manager to ensure that the school's buildings, site, and furnishings are safe, secure, and maintained to Health and Safety standards as defined by the Academy and Health & Safety legislation.
Main Duties:	<ol style="list-style-type: none"> 1) Under the direction of the Facilities Manager, provide caretaking, building repair and maintenance, and cleaning services as required. 2) Monitor cleaning standards and liaise over day-to-day requirements, reporting any problems or issues where appropriate. 3) The post holder may be required to recommend and monitor skilled contractors as and when appropriate. 4) Liaise with a designated officer as appropriate to carry out procedures for emergencies, including repairs. 5) Assist in the setting up of a rolling programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards. 6) Assist in liaison with contractors whilst on-site, ensuring that work is completed in line with specifications and to the required standard. Take any appropriate action to resolve problems. 7) Report to the School Business Manager/Facilities Manager on alterations and repairs to buildings. 8) Assist the School Business Manager in identifying the annual maintenance plan and longer-term maintenance requirements in order for a cost-effective maintenance plan to be produced. 9) Support the Facilities Manager in the day-to-day operational responsibility for all security activity

within the site.

10) Attend site out of hours in accordance to 24hr call out rotas. Responding to alarms and other emergencies.

11) Assist the Facilities Manager in managing various out-of-hours work on evenings and weekends.

12) Routinely monitor the operation of the fire alarm, fire doors, lighting, heating, water testing, plumbing and security systems.

13) Detect and report any building defects, advising school management on any Health and Safety issues. Undertake any minor repairs and general maintenance.

14) Arrange and/or carry out the movement of furniture and equipment within the site. Assist with general portage duties, including the distribution of items delivered to the school site.

15) Ensure the school grounds remain tidy and the equipment is kept in good order. This will include cleaning external drains, gullies, litter picking and sweeping duties.

16) Assist the School Business Manager in ordering/purchasing equipment and supplies within the budget agreed with school management, ensuring value for money is obtained.

17) Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse. Issue soap, toilet rolls, paper towels and such other items as required by the school.

18) Be aware of Health and Safety issues around the site and work in accordance with safe practice and Health and Safety legislation.

19) Respect any and all confidential information.

20) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

21) Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

22) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

23) The post holder will be a premises key holder and will be responsible for timely openings in accordance with variable rota patterns.

24) Be able to work alone or as part of a team

25) The ability to meet physical demands of the post which will require substantial activity around site that includes walking, standing, lifting, bending and operating cleaning equipment.

Supervision and Management of People

- 1) The post holder will have no formal line management responsibilities for other staff. The post holder though may be required to provide some on-the-job training for new recruits.

Knowledge and Skills

- 1) No formal qualifications required.
- 2) Experience and knowledge of buildings and associated trades.
- 3) The post holder must possess approved certificates in the use of specialist machinery.
- 4) Manual Handling training, Control of Substances Hazardous to Health (COSHH) certificates and, if required, a Portable Appliance Testing (PAT) qualification. Training can be provided.

Creativity and Innovation

- 1) Under the direction of the School Business Manager, identify and respond to any problems arising from faults in or breakdown of machinery, equipment or facilities.
- 2) The post holder may be required to respond to incidents occurring both inside and outside of school hours and be flexible with variable shift patterns.
- 3) Under the direction of the school business Manager, assist in implementing or making appropriate arrangements for repairs to be carried out as authorised by the school and in line with agreed policies and procedures.

Contacts and Relationships

- 1) Maintain regular contact with the School Business Manager to report on site management issues.
- 2) The post holder may have contact with other staff members, pupils and parents when reporting on issues related to site management.
- 3) Assist the School Business Manager in making contact with contractors to obtain quotes for work schedules and liaising with contractors when on-site to ensure pupil safety and that Health and Safety procedures are adhered to, and that contractors are made aware of relevant school procedures.
- 4) Maintain contact with school staff and other external bodies as to site maintenance and inspections from outside agencies.

Staff Development Responsibilities:

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- To support the induction of new staff

Other Duties:

- To continue personal development as agreed at appraisal.
- To address the appraisal targets set by the line manager
- To play a full part in the life of the Academy community, to support its distinctive aim and

ethos and to encourage staff and students to follow this example.

- To promote actively the Academy's corporate policies.
- To comply with the Academy's Security, Safeguarding and Health and Safety procedures are adhered to
- Comply with decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Person Specification

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of education, eg 5 GCSE A*-C including English and Maths, or equivalent		A
Experience		
Experience in requirements of the post	AR	
Experience of prioritising workloads, time management and dealing with conflicting priorities	AR	
Experience of working in a school, academy or other educational based background Experience of working with children would be an advantage		AR
Skills and Abilities		
Excellent communication skills	R	
Competent in use of IT, in particular telephone and emails	R	
Flexible, proactive, positive approach to work	R	
Ability to deal sensitively and appropriate with confidential, personal information	R	
Be aligned to the mission and values of the academy	R	
Knowledge		
Knowledge of child safeguarding procedures		R
Knowledge of schools and education		R