



**Post:** Caretaker  
**Responsible to:** Head of Operations/Estates and H&S Manager  
**Contract:** 52 Weeks – 37 Hour Full Time Contract  
Split Shift working pattern required  
**Salary:** Bucks Pay Range 2 to 3 (under review)

#### **Core Purpose**

To provide a wide range of caretaking duties for Aspire Trust sites.  
Some travel between sites may be required to support colleagues/cover absence.

#### **Key responsibilities of the role**

##### **General Core Duties:**

- Maintain the security of the Premises
- Opening/unlocking of specified Premises at the beginning of each day, including a full check of site and buildings.
- Closing/locking of specified Premises and buildings at the end of the day, including full building check, ensuring all doors and windows are locked, and intruder alarm set.
- Assisting staff with manual handling tasks, including dealing with deliveries, and the movement of furniture.
- Setting up and movement of furniture, for events and meetings at the sites.
- In accordance with School Cleaning Schedule, together with other cleaning staff, be responsible for cleaning classrooms, workshops, toilets, corridors and the central area that are specifically allocated to the caretaker's job role.
- Emptying of bins from classrooms, offices, toilets and outside the building.
- Ensure that all janitorial supplies are sufficiently stocked in toilets on a daily basis.
- Respond to emergency out of hours call outs.

##### **Maintenance & Premises Duties:**

- Investigate faults, resolve where possible any faults reported by staff through the school's fault reporting procedures.
- Reporting issues to the Estates and Health & Safety Manager
- Maintain basic building components such as doors, windows and ironmongery
- Maintain internal fixtures and fittings and replace failed lamps
- Basic plumbing, painting & decorating
- Garden maintenance, such as weeding, tidying of external landscaping, hedge trimming and mowing of grass.
- Snow clearance and gritting of footpaths, using small hand tools and spreading equipment in periods of frost.

- Attending to and removal of graffiti
- Attending to the needs of contractors whilst on school site
- Arrangements for preventative maintenance contractors. (including Fire Alarm contractor, Intruder Alarm Maintenance, Cleaning Contractors, Pest Control and other Premises related maintenance)

#### **Health & Safety Requirements:-**

- Responsible for weekly fire alarm and smoke detector checks
- Other daily and weekly fire prevention checks in accordance with Fire Regulations Policy
- Monthly checks (including testing of emergency lighting, visual checks of fire extinguishers, fire doors and notices)
- Act as Fire Warden, and assist with the management of fire drills
- All Legionella monitoring, testing and record maintenance.
- Responsible for maintaining personal training in “Manual Handling”, “IOSH Working Safely”, “COSHH”, “Legionella” and “Working at Height”
- Reviewing and updating the Risk Assessments relating to the Premises and the use of equipment required to undertake the role of caretaker, for approval by the site’s Health & Safety Officer
- All records of regular Health & Safety checks to be maintained relating to role.

#### **Personal Skills and Qualities:-**

- Ability to work independently as well as part of the a team
- Flexibility of working across Trust sites if needed.
- Courteous to enquiries from tenants and visitors and vigilant to security issues.
- Preferable to have competencies in one or more of the following areas:-
- Carpentry and joinery
- Plumbing
- Knowledge of Electrical Installations
- Painting & Decorating
- Willingness to be trained in a range of duties
- Good communication and interpersonal skills
- Flexibility to work unsociable hours in the event of an emergency
- Physically fit
- Well-presented and reliable
- A willingness to undertake duties across a range of levels
- To demonstrate the ability to work accurately with attention to detail
- To be able to work on own initiative, organise workload and prioritise tasks
- Ability to cope with conflicting demands, deadlines and interruptions
- A commitment to develop professionally and attend courses
- Excellent time management & organisational skills.
- An ability to use email and basic Microsoft packages

**Access to own vehicle and valid driving licence is essential**

### **Additional responsibilities**

#### **All staff members are expected to:-**

- Sustain effective positive relationships with staff, students, parents/carers, key stakeholders and the wider community
- Act as a positive role model for students
- Encourage moral and spiritual growth and civic and social responsibility amongst students

#### **The overall purpose of the Administration & Support Team is to:**

- Provide professional support to enable students and colleagues to have a safe, dynamic and creative learning environment through mutual respect and shared values within Aspire.

#### **All members of the Administration & Support Team are expected to:**

- Communicate effectively with staff, students, parents/carers, key stakeholders and the wider community
- Actively listen
- Self-motivated, hard-working and productive.
- Demonstrate reliability
- Exhibit a flexible working approach
- Actively participate within the team and in the school as a whole.
- Treat all colleagues in a respectful manner
- Support colleagues with empathy, compassion and with the spirit of generosity
- Actively take ownership and responsibility for one's own job role and its duties
- Shares openly and willingly within the team,
- Maintain a positive attitude and proactively work as a problem solver.
- Committed to continuing professional development within the role to maintain and enhance skill sets
- Exhibit honesty and integrity at all times

Staff are also expected to follow all policies and procedures related to financial matters, health and safety and safeguarding.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

This job description is current at the date shown, but in addition to the duties outlined above, you may be asked to undertake any other duties that may reasonably be regarded as within the nature of duties and responsibilities of the post. Any changes of a permanent nature will be fully negotiated with you and incorporated into the job description.

## **ADDITIONAL INFORMATION:**

### **Continuous Professional Development**

We support Aspire staff through a comprehensive programme of CPD, linked to the annual appraisal cycle. Opportunities include whole school inset days, twilight training, whole day courses and coaching. Staff are also trained in 'Team Teach' to enable confident escalation and a positive handling framework for pupils presenting a danger to themselves or others.

### **Safeguarding**

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Aspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment along with other appropriate checks to ensure suitability. You will be required to undertake appropriate Child Protection Training and be familiar with the Keeping Children Safe in Education.

Each school has a Designated Safeguarding Lead and robust processes for reporting and recording welfare and safeguarding concerns. We have established partnerships with colleagues from external services and endeavour to ensure student safety and welfare is at the heart of our work.

### **Equality Statement**

At Aspire Multi Academy Trust, we pride ourselves on the diversity of people who make up our Academy community; and we value the varied contribution that everyone can make to our learning.

We believe that all children, regardless of race, sex, class, gender, religion, sexual orientation or disability should have high aims and that the Academy's task is to help them all achieve their potential. In order to achieve this, we shall ensure that all areas of the curriculum are suitably resourced in ways that reflect the range of cultures and that encourage children to respect each other's' background.

We similarly encourage parents /carers to share their children's experiences and to offer their own as an aid and encouragement to learning. We will confront and discuss racist and sexist language or conduct; and through the positive enforcement of our behaviour policy we will do our best to ensure that all individuals in the Academy staff, including visitors, feel safe and are treated with consideration when they are amongst us.

Meeting our duties to promote community cohesion, and the spiritual, moral, social, and cultural development of pupils, also supports how we meet the needs of different groups of pupils and how we foster good relations.

## **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Aspire or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

## **Health and Safety**

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Trust to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within the Aspire Trust Health and Safety Policy.

## **Data Protection**

In accordance with the provisions of the GDPR (2018), jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

## **General**

The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title and the post and its grading.

The post-holder must carry out his or her duties with full regard to the Trust Equal Opportunities Policy.

All duties and responsibilities must be carried out with due regard to the Trust Health & Safety Policy.

The post-holder will participate in the Trust Performance Management process as it is applied for all staff and undergo relevant training and development.

This post should be seen in the context of the Aspire Strategic Plan and Vision and the priorities of each school.

As a member of the Trust community, to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes.

The post-holder is required to travel to any academies within/about to join Aspire to support on site and to such meetings as the duties of the role require.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It is not your contract of employment or any part of it. It may therefore be altered from time to time at the reasonable direction of the Chief Executive Officer to reflect the changing needs of the Trust, and always in consultation with the post holder.

This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

**Signature of Post holder** \_\_\_\_\_ **Date**

**Signature of Chief Executive Officer** \_\_\_\_\_ **Date**