



Newquay Tretherras

Caretaker

Job Description & Person Specification

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Job Description

Purpose of the Post:	To carry out the unlocking and locking of the school site and to undertake general maintenance and cleaning of the school buildings and facilities. To provide practical support in arrangements for meetings/events and community use and to assist in maintaining the security of the school buildings.
Reporting to:	Deputy Headteacher and Senior Leadership Team
Key Contacts:	Internal: Headteacher and Senior Leadership Team, Estates Team, School management team, all school staff and pupils. External: Suppliers of goods and services, contract maintenance/cleaning staff, parents and other visitors.
Location:	Based at Newquay Tretherras, but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary:	£19,292 gross per annum
Hours:	37 hours per week, 52.14 weeks. A flexible approach to working hours is required.

Principal Responsibilities:

- ❖ To act as a joint keyholder for the site, ensuring security at all times including the operation of alarms.
- ❖ To maintain the overall security arrangements of the premises including ensuring that staff are aware of the security procedures, use of alarm systems and operation of security systems including windows and doors.
- ❖ To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors.
- ❖ To participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure.
- ❖ To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti.
- ❖ To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.

- ❖ To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc.
- ❖ To undertake emergency cleaning (e.g. soiling of toilets, sickness, floods etc.) as necessary.
- ❖ To undertake high level cleaning at the end of school terms.
- ❖ To record and monitor gas / electricity / water (as applicable) meter readings/returns as required by the Trust.
- ❖ To take deliveries of stores, materials and other goods and to undertake portage duties as required (including moving furniture, equipment etc.).
- ❖ To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by Headteacher, Senior Leadership Team and CELT Estates team.
- ❖ To undertake occasional gardening duties.
- ❖ To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary.
- ❖ To maintain records and complete paperwork as required.
- ❖ To undertake the operation and periodic checking of the fire alarm system and equipment as detailed in the Fire Safety log book. To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
- ❖ To be responsible for the ordering of stock, checking of invoices and keeping records of all equipment and tools within the postholder's sphere of responsibility.
- ❖ To attend site meetings as required.
- ❖ To liaise with contractors as and when directed.
- ❖ To undertake regular inspections of the site and report significant defects and remedy minor defects.
- ❖ To ensure the safe storage and control of any potentially harmful materials and chemicals used within the school and ensure that such materials are appropriately marked and signposted.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.

- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> Level 2 NVQ, GNVQ or GCSE qualifications plus suitable trade qualification. Level 1 qualification may be considered if accompanied by extensive relevant experience. 	<ul style="list-style-type: none"> Basic Health & Safety qualification. Lifting and Manual Handling training. High level cleaning safety training. 	Application Form/ Interview/ Certificates
Skills and Experience	<ul style="list-style-type: none"> Good standard of practical knowledge, skills and experience of building and grounds maintenance work. Good practical skills. Good organisational skills. Good communication skills. Ability to work on own initiative. Self-motivated. 	<ul style="list-style-type: none"> Good standard of practical knowledge, skills and experience of building and grounds maintenance work in a school or similar environment. 	Application Form/ Interview
Specialist Knowledge	<ul style="list-style-type: none"> Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. Demonstrates an awareness, understanding and commitment to equality and inclusion. General knowledge of building maintenance. 		Application Form/ Interview
Values Related Qualities	<ul style="list-style-type: none"> Collaborate – ability to work effectively as a team Empower – ability to take initiative and problem solve in order to improve performance Leadership – to lead by example and achieve shared goals Transformation – ability to recognise a need for change and adapt accordingly 		Application Form/ Interview



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