

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Residential Caretaker
CONTRACTED HOURS	37 hours per week / 52 weeks per year
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT – SALARY	Grade 4 (below bar)
REPORTING TO	Premises Manager

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

- To assist in making the school a safe, clean and healthy environment for all.
- To assist in maintaining and developing the school premises and grounds.
- To oversee the opening and securing of the school site as appropriate when on duty.

KEY TASKS & RESPONSIBILITIES

- Ensure routine building and site maintenance work is undertaken as required.
- Assist with planning and organisation of school refurbishment programmes.
- Liaise with school staff and contractors as required.
- Ensure all plant and equipment is maintained to the required standard.
- Ensure all outside services are maintained, including drains and hard areas.
- Monitor the standards of cleaning and grounds maintenance and report problems to Line Manager.
- Actively promote the use of the school facilities, liaise with customers and ensure all lettings arrangements are adhered to.
- Contribute towards the school Health and Safety policies, ensuring they are implemented and closely monitored.
- Ensure all Health and Safety checks are undertaken and recorded.
- Ensure that energy and conservation policy and procedures are complied with.
- Be available to emergency repairs and callouts as appropriate, which may include weekends.
- Monitor the work of contractors and report any concerns to the Premises Manager.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<p>Good knowledge of DIY equipment / repairs etc.</p> <p>Good knowledge of relevant policies and procedures, H&S, security, chemical handling, critical incident etc.</p> <p>Knowledge of security/alarm systems.</p>	<p>Knowledge of industrial cleaning products and the relevant health & safety guidelines.</p> <p>Experience of managing staff.</p> <p>Related qualifications e.g. City & Guilds.</p> <p>Experience of personnel policies and procedures.</p>
Literacy and Numeracy	<p>Literacy and Numeracy required for recording checks of equipment etc.</p> <p>Ordering supplies etc.</p> <p>Ability to produced reports and prepare contracts.</p>	
Organisational		<p>Knowledge of cleaning standards.</p> <p>Knowledge of security and safety policies and procedures.</p>
Equipment / Materials	Full driving licence.	Knowledge of DIY/gardening equipment.
MENTAL SKILLS		
Research	Assist in project specification data collection, analysis and make recommendations.	
Problem Solving	Ability to deal with varied problems.	
Creative Thinking	Be proactive and contribute to school building projects and developments strategy.	
Planning	Medium / long term planning premises, improvements.	
INTERPERSONAL AND COMMUNICATION		
Training and/or Presentation Skills	<p>Provides training / demonstrations to cleaning staff.</p> <p>May be required to prepare information relating to caretaking, building projects timescales, costings for meetings.</p>	
Advising / Guiding Skills	Provides advice and guidance to cleaning and caretaking staff with regard to procedures and practices.	

	Advises Headteacher / Line Manager on maintenance and repair work.	
Negotiating, Influencing or Conciliating Skills	Supervision of cleaning staff, allocation of work, monitoring / checking standards.	
Verbal and Written Communications Skills (including use of languages)	Ability to communicate clearly at all levels with internal and external personnel, contractors, suppliers etc. Undertake written communications, including confidential information.	
PHYSICAL SKILLS		
ICT Skills	Basic ICT skills are required.	
Other Manual Skills	Ability to use a range of tools, hand/eye co-ordination drills, saws etc.	
OTHER ATTRIBUTES		
Level of Autonomy	Plan and manage own and caretaking and/or cleaning staff workload. Ability to undertake main duties and responsibilities with limited access to Line Manager.	