

# Job Profile

**Role:** Caretaker

**Grade:** 4

**Contract:** Casual (Zero-Hour)

**Reports to:** Head of Facilities Management

## Job Focus

All Saints Multi Academy Trust are seeking a reliable and experienced Caretaker to join the team on an ad-hoc basis. This role will support the Head of Facilities Management by undertaking a range of caretaking duties including security and supervision of the site and related equipment, portering and maintenance.

This role will be based across all our schools in the Liverpool City Region; therefore, the successful candidate will need a driving license and access to a vehicle.

## Core Responsibilities & Tasks

- Act as a key holder, carrying out security procedures for the buildings and grounds and the routine and non-routine opening and closing of premises and grounds.
- Responding to emergency calls outside normal working hours.
- Deal with external contractors on site adhering to safeguarding and safety procedures.
- Undertake additional, emergency cleaning to support the cleaners including litter picking
- Carry out general first line repairs, redecoration and maintenance.
- Take delivery of stocks and materials for the Academy and distribute as appropriate.
- Carry out portering within Academy, move furniture and equipment, as required, assist in setting up for assemblies, events etc.
- Ensure that adequate supplies of consumables are available.
- Operate the maintenance systems within the building e.g. heating plant, security systems, CCTV etc.
- Ensure that all caretaking equipment is in a safe and working condition and arranging for repair as appropriate.
- To ensure the building is safe, reporting any damage and assisting in organising any necessary repairs.
- Carry out routine safety procedures or checks on ancillary equipment.
- To undertake routine checks on the school minibus and drive the minibus from time to time.
- Carry out Academy based emergency procedures e.g. fire alarm, flooding.
- Undertake lettings and related duties where required.
- Prepare the Academy premises and site for out of Academy activities.

- Ensure that access to the site and main areas of the building are safe.
- To assist in the safeguarding and promoting the welfare of children and young people.
- To pursue and promote the achievement and integration of diversity and equality of opportunity.
- To assist with planning, monitoring and reviewing health and safety across the school and within areas of personal control.
- To participate in the Trust's Professional Development process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To undertake other appropriate and relevant duties commensurate with the post.
- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

This job profile is accurate as of 29.11.2024

## Person Specification

<b>Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
GCSE or equivalent pass in Maths and English	x	
Trade qualification e.g., plumbing, joinery		x
COSHH qualification		x
<b>Experience, Knowledge and Understanding</b>		
Knowledge and understanding of Health and Safety regulations within a working environment	x	
Experience of working in a premises/facilities maintenance role	x	
Experience of working in an educational environment		x
<b>Skills &amp; Abilities</b>		
Ability to carry out basic DIY, repairs and maintenance	x	
Time management and organisational skills	x	
Ability to interact positively with children	x	
Ability to work as part of a team	x	
Honest and trustworthy	x	
Reliable	x	
Good attendance	x	
Good timekeeping	x	
Flexibility to work out of hours and at other school sites if required	x	
<b>Other</b>		
Driving license	x	
Satisfactory DBS with barred list check	x	
Enrolment to DBS update service	x	

## **Equal Opportunities**

All Saint's MAT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, age, or disability.