



JOB DESCRIPTION

Job title: Trust Multi-site Caretaker
Reports to: Premises Manager
Grade: NJC (Torbay) Grade D
Hours: 37 hours per week / 52 weeks per year
Location: The post holder will be expected to work across all the Multi-Academy Trust sites in either Devon or Somerset but will be based at an ACE Space to be confirmed:

Main Purpose of Post

The core purpose of the role will be to ensure that our organisation is well maintained and compliant in health & safety and estates management. Under the instruction/guidance of appropriate senior staff, be responsible for low level maintenance; security and facilities management services; provide specialist support in a specific resource area and responsible for maintenance of the school interior.

The Multi-Site Caretaker will be expected to be self-motivated and have a good standard of practical knowledge, skills and experience of a wide-ranging nature.

You will be part of our essential Estates Team working flexibly across sites to a designated jobs list, ensuring that our buildings are maintained to a high quality and kept in a safe working condition.

Contribute towards building a culture of high expectations in relation to health & safety and estates management.

Keep up to date with and understand relevant laws and regulations. Monitor compliance in line with Trust policies and schemes of delegation

Main Duties and Responsibilities

Security

- To assist in any site or emergency access as required within scope of hours and role including lettings
- To assist with regular security checks
- To monitor fire safety equipment and support any fire drills at sites as directed
- To monitor CCTV or surveillance equipment where appropriate
- To operate and respond to alarm systems where appropriate
- Liaise with contractors as requested

Site Maintenance

- To undertake appropriate repairs, e.g., redecorating and fixing as directed
- To undertake minor/simple repairs and putting together of furniture if required
- To support the Estates team in preventative planned maintenance in respect of buildings and grounds, and ensure repairs are carried out satisfactorily
- To operate and maintain heating, cooling and lighting systems
- To oversee and monitor electrical testing of appliances and maintain appropriate records
- To maintain a safe and clean external environment, e.g., Supporting the Premises team with gritting in winter
- To report faulty equipment and other maintenance requirements via the 'Every' software system

Caretaking



- When on site collect and assemble waste for collection
- When on site ensure appropriate levels of heating and lighting
- When on site ensure the school is free from litter and obstructions
- To undertake regular site inspections
- To identify defects and record repair and maintenance requirements and/or actions
- To support with deliveries to the school site
- To provide portage of furniture and deliveries, as required
- To assist with the ordering of cleaning materials and other consumables
- To set out rooms as required
- To provide access and set out equipment for lettings and out of hours' use
- To ensure school meters are read appropriately
- To undertake weekly checks and cleaning of school vehicles as required
- To undertake emergency cleaning as required
- To support cleaning teams if required
- To support and undertake any safety audits of premises and assist with relevant risk assessments, as required
- To be responsible for maintaining records, information and data, producing analysis and records, as required

General

- To attend meetings as required
- To complete the necessary paperwork in connection with the role
- To undergo designated training
- To comply with all health and safety requirements and wear appropriate uniform and clothing as required

Other

- Any other duties required by the Premises manager which is within the scope of this post
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner Whole school and Trust commitment
- To demonstrate a commitment to the entire life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To always ensure the children's safety

Expectations

- To maintain the trust's values and ethos at all times
- To always work within the Code of Conduct and the Trust Safeguarding Policy
- As appropriate to the post holder's duties must be carried out in compliance with the following:
 - Trust Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)



- To work flexibly as required and to undertake any additional hours to meet the needs of the business
- To maintain confidentiality of the Trust's affairs
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post
- Perform general administrative duties and undertake ad hoc projects as required
- Collaborate with central services and school colleagues across the Trust to further develop a culture of compliance.