

Batley Multi Academy Trust - Job Description

Trust/School Post:	Trust
Department:	Trust Premises Team
Post:	Caretaker
Grade:	7
Accountable to:	Director of Governance and Compliance
Responsible for:	Not applicable
Purpose of Job	
<ul style="list-style-type: none"> ● To carry out the key duties and responsibilities outlined below effectively to ensure the upkeep of the ground, estates and buildings, whilst ensuring the integrity of the buildings and their contents. ● To report major defects and issues to the appropriate line manager/ Headteacher. ● The post holder will be required to work flexibly and will be deployed to cover absence at any one of the Trust's schools in Batley. 	
Responsibilities	
<ul style="list-style-type: none"> ● General upkeep, maintenance and safety of the school premises: including buildings, grounds, pathways, stairways, gutters and drains. ● Responsible for taking a proactive approach to the upkeep of school premises to ensure that there is a welcoming and attractive site, clear of graffiti, litter and fallen leaves and debris. ● Ensuring effective and appropriate lighting and heating of the school premises. ● Act as a key holder: lock/unlock school buildings and attendance at a school in an emergency, when required and as directed. ● Operate and respond to alarms. ● Undertake work promptly and effectively, as directed, after the receipt of a maintenance request; and respond once actioned to ensure a safe working environment for all individuals on site. ● Ensure that all maintenance and grounds equipment and tools are maintained satisfactorily (including routine checks) and are in a safe working condition and that the relevant materials and tools are used for the job. ● Effective clearing and disposal of waste as required. ● Ensure hazards are dealt with immediately wherever possible and report these and any hazard that cannot be dealt with immediately to the Headteacher/ appropriate employee on site. ● Operate and regularly check systems such as heating, lighting and security (including CCTV and alarms) as directed. ● Receive deliveries and provide portorage for the school as required. ● Undertake routine cleaning tasks as required ● Decorate areas within school as required. ● Promptly undertake minor repairs to furniture, equipment and the grounds under the 	



- instruction of the line manager/ Headteacher.
- Clear snow from main walkways and car parking areas and salt and grit paths, driveways and playing surfaces as necessary.
 - Adhere to the Trust/ School’s Health and Safety policies and maintain appropriate records related to Health and Safety and assist with inspections.
 - Where appropriate, preparation and marking of pitches for sports as required. Duties will include effective erecting and dismantling (post and nets), marking out, re-seeding, sand spreading and levelling.
 - Carry out split shifts as required.
 - To undertake any such duties commensurate with the post and training as directed by the line manager/ Headteacher.
- Additional Information**
- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager
 - As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school’s responsibilities towards safeguarding.
 - Teaching and Associate level: A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
 - All staff: Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: Trust Caretaker	Grade: 7
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment (Application/ Interview)
GCSE Grade 4 - 9 (A* to C) or equivalent in English and Maths.	E	Application/ Certificates
Qualification in a trade such as plumbing, electric, painting, plastering.	E	Application/ Certificates
Full and clean driving licence.	E	Application/ Licence
Willingness to undertake training relevant to the role.	E	Interview

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills. Good IT skills.	Application/ Interview
Effectively communicates and exchanges orally or in writing information to inform others, including colleagues, students, parents/carers and members of the public.	Application/ Interview
Works cooperatively as part of a team, taking responsibility for activities as directed. Makes a contribution to working flexibly with colleagues within and across teams and supports others to achieve shared goals.	Application/ Interview
Organises own workload with minimum supervision in order to meet deadlines and meet the needs of the school/ Trust. Takes a flexible approach to changing priorities or unexpected situations.	Interview
Consistently performs to the best of their ability in accordance with the Trust's policies and procedures and delivers an efficient and effective service. Reflects on performance and is committed to improving services.	Interview
Responds appropriately to unexpected situations and resolves problems.	Application/ Interview
Recognises the importance of continued professional development and identifies training needs.	Application/ Interview
Works with integrity and professionalism Flexible approach and adapts to change in a positive manner. Resilient and able to work under pressure.	Interview