



Nurturing inclusive learning communities

JOB DESCRIPTION

Job Title: Caretaker/Maintenance Supervisor

Reporting to: The Chief Operations Officer

Location: Academy Trust Sites (currently 3 sites)

Grade/Salary: Grade 6 (£19,554 - £21,166)

Hours: 37 hours per week (flexibility in hours is required to support specific projects as and when required). Hours will be between 5:30am – 6:00pm Monday to Friday to be agreed (Full Year)

Statement of Intent

All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The intention is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Key Purpose of the Post:

Under the supervision of the Chief Operations Officer (COO) you will support the Trust team to manage and improve the **Estates Team** activities and facilities. You will assist and support the Site Manager to undertake and coordinate general maintenance activities, undertaking small maintenance works and arranging larger schemes of work. You will undertake daily caretaking activities and planned preventative maintenance checks to facilitate the safe and functional operation of Trust schools.

As an integral part of the Estates Team at Ethos Academy Trust, you will:

- Have experience of facilities management in a school setting or similar public sector environment
- Manage facilities and term maintenance providers face to face and via the Trust estates management system, 'Every'
- Undertake general caretaking activities including, but not limited to:
 - Security & building operation, including opening and closing of settings
 - Defect repair
 - Cleaning and grounds maintenance
 - Waste and pest control
 - Coordination of goods, equipment and school assets
 - Fire & evacuation checks and procedures
- Undertake small schemes of work and maintenance works, adhering to Trust health and safety protocols
- Support with the planning of forward capital works and oversee small capital works programmes, ensuring receipt of appropriate contractor documentation (RAMS, insurance, advance DBS certification) and that contractors adhere to agreed protocols
- Work with estates team colleagues to coordinate suppliers and improve and renew supplier contracts
- Undertake and improve planned preventative maintenance activities via the Trust estates management system, 'Every'

You will be expected to have a good understanding of estates and facilities management, health and safety, general construction and maintenance and the need to manage and record estates activities.

Main Duties and Responsibilities

Estates Management

- Respond to reactive service requests received from Trust properties to maintain the safe operation of schools and settings
- Support the Chief Operations Officer and Site Manager to plan and oversee programmes of planned and reactive maintenance work
- Carry out security procedures for buildings, facilities and grounds, i.e. security inspections (lock/unlock doors, activate/deactivate automated alarm equipment), identifying repairs, identifying suspicious occurrences and liaising with Police and Authority officers accordingly
- Opening and closing premises, facilities and grounds to meet the routine and non-routine requirements of the building's occupants
- Operate the water, electricity and heating systems to specified standards ensuring conservation measures are taken to reduce usage
- Inspect school grounds and deal with building and health and safety issues that may arise
- Carry out activities to ensure that reasonable access is possible in times of inclement weather
- Be on call to attend to security and building alarms and issues
- Grounds maintenance activities (as appropriate to training and equipment) for example litter picking and weed-killing

Management and use of ICT Systems

- Use the Trust compliance and maintenance management system ('Every') to manage and record maintenance and compliance activities
- Use Microsoft Office systems, including MS Outlook (email) as appropriate

Health and Safety

- Have an understanding of legislation and good practice relating to the operation and management of buildings, building services, facilities and the workplace in general
- Follow and improve upon health and safety management systems within maintenance and compliance activities
- Provide guidance on health and safety to academy staff and support staff to review and develop management systems
- Support in the management of incident, accident and near misses/improvement opportunity reporting
- Support the Chief Operations Officer and Site Manager to oversee and ensure that contractors and service providers adhere to Trust health and safety systems
- Ensure equipment used is validated and is in a safe working condition and support the Site Manager to arrange for appropriate testing
- To follow and develop Trust risk assessments and method statements
- To support Estates Team colleagues to ensure that contractors and suppliers comply

with HASAW/COSHH regulations

- May be required to respond to callouts.

Document Management and Governance

- Support estate team colleagues with the management of documentation including:
 - Receipt of contractor documentation (DBS, insurance, RAMS)
 - Management of quotations and tender specs
 - Purchases and invoicing

Contract Control

- Monitor to ensure that contractor and supplier work is undertaken in accordance with contractual obligations and complies with health and safety requirements
- Liaise with the Site Manager to monitor the progress of defect rectification work with contractors to ensure that defects are repaired promptly within agreed timescales
- Assist the Site Manager to monitor the contract cleaners and the standards of performance as follows:
 - Immediately informing the Site Manager or Cleaning Contractor of the absence of a cleaner, or of any problems with cleaning standards, staff, equipment, materials and methods
 - Redirecting cleaning staff in the event of absences, informing the Site Manager who will liaise with the cleaning contractor to obtain approval if overtime is required
 - Advising the Site Manager if it has not been possible to reorganise cleaning arrangements or to redirect staff to enable arrangements to be made to provide relief staff

Cleaning Work

- Organise and perform cleaning duties to required school standards
- Perform occasional non-routine cleaning tasks as and when required e.g. window blinds, shampoo carpets, internal windows of outer walls, internal and external surfaces of outer doors and partitions in entrance areas
- Organise any cleaning that could not be foreseen and planned on a routine basis by using cleaning contractors' personnel within the terms of the contract
- Ensure that all footpaths are free from weeds (with or without the use of chemicals if appropriate training and equipment has been given)
- Ensure ground drain gullies, toilets and sink outlets remain free flowing and clean
- In the event of snow, frost, minor flooding or similar emergency situations ensure access to school sites in line with agreed emergency procedures.

Waste/Pest Control

- Dispose of rubbish and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied without hazard or hindrance
- Ensure that overnight, the building is clear of all collected rubbish

- Report all evidence of vermin/pests immediately to the Site Manager
- Empty litter bins as and when required
- Ensure the site is litter free, as far as is reasonably practicable, using appropriate machinery subject to relevant training
- Collection and storage of yellow bagged clinical waste to a designated safe area and arrange for disposal through the authorised contractors

Handling Goods/Equipment

- To assist in the movement of furniture and fittings in support of cleaning and in relocating furniture and fittings to enable individually specified activities to take place during normal building hours as specified by the Site Manager and as required during periodic clean-downs.

Administration

- To report the need for repairs and replacement of cleaning equipment to the cleaning contractor
- To maintain required stock records and carry out stock taking from time to time (at least annually) in accordance with instructions
- To assist with the completion of records with respect to:
 - Cleaning contract records
 - Accident reporting
 - COSHH information sheets
 - Defect register
 - Machinery maintenance and operating logs
 - Energy conservation logs
 - Fire equipment logs
 - Risk assessments
 - Other records as specifically directed

Fire and Evacuation

- Ensure that the buildings fixed fire appliances are fitted, accessible and have not been damaged and that safety measures/fittings are not being misused: Reporting with the any deficiencies to the Site Manager and Chief Operating Officer
- Test fire alarms in accordance with the Trust's procedures.
- To comply with the building emergency procedures with respect to evacuation fire, bombs, etc.

Additional Duties

- Meet with contractors and service providers to discuss schemes of work and produce and provide required documentation
- Provide training to staff on new systems and procedures and keep appropriate records
- Any other duties commensurate with the role as directed by the Chief Operating Officer.

All staff have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the Trust's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must ensure that they attend the appropriate level of safeguarding children training identified by the Trust as relevant to their role.

Equality and Diversity Statement

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The intention is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Employees are required to undertake appropriate safeguarding and other checks which may include:

- ☐ Evidence of entitlement to work in the U.K.;
- ☐ Evidence of essential qualifications;
- ☐ Two satisfactory references;
- ☐ Confirmation of medical fitness for employment;
- ☐ Registration with appropriate bodies (where applicable);
- ☐ Evidence of a satisfactory safeguarding enhanced Disclosure and Barring checks.

Prevent Statement

All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Application Details

Applicants for this post are asked to:

1. Complete the Trust Application, Equality and Diversity Forms;
2. Include a supporting statement as part of your application identifying how you meet the person specification in this paper
3. Identify if they would like to apply for the role as a full time position or term time only (applications for both will be considered)

The closing date for the role is: 12pm on 16 July 2020.

Please send completed applications as soon as possible to recruitment@eat.uk.com

If you require further information about the role or an informal chat, please contact Chris Firth (Chief Operations Officer, Ethos Academy Trust) on 01924 478482 or you can visit the Trust website: <http://www.eat.uk.com>

We also welcome visits from potential candidates before applying. Please contact Chris Firth to arrange this.

If you apply and are unsuccessful in being called to interview, thank you in advance for your time in making this application. Due to time constraints, it may not be possible to respond to everyone individually.

Person Specification

Key Criteria		Essential (E)	Desirable (D)	Identified: Application (A) Interview (I)
1.0 Knowledge, Education and Training	Comprehensive knowledge of buildings and facilities management	E		A, I
	Up-to-date knowledge of legislation and good practice relating to the operation and management of buildings, building services, facilities and the workplace in general	E		A, I
	Up-to-date knowledge of health and safety legislation	E		A, I
	Knowledge of a specialist trade such as plastering, plumbing or joinery		D	A
	Recognised H&S qualifications.		D	A
	Member of an applicable professional body, for example: - British Institute of Facilities Management (BIFM) - Chartered Institute of Building (CIOB) - Chartered Institute of Housing Level 3 Certificate in Housing (formerly known as the National Certificate in Housing)		D	A
2.0 Relevant Experience	Experience of managing reactive repairs and planning forward works programmes	E		A, I
	Experience of undertaking caretaking activities and/or buildings management	E		A, I
	Previous experience in a similar setting (education, similar public sector, commercial organisation).	E		A, I
	Experience in the use of compliance systems, preferably Every Software.		D	A, I
	Experience of working with contractors and service providers to plan and arrange large and small scale works	E		A, I
	Experience of undertaking small-scale building repairs	E		A
	Experience of monitoring and responding to health and safety incidents, accidents and near misses/improvement opportunities.		D	A, I
3.0 Aptitudes, Skills and Competencies	Demonstrate resilience and the ability to inspire and motivate others.	E		I
	Be able to articulate a clear vision for high quality estates management and provision in a Pupil Referral Unit context.	E		I
	Strong and effective interpersonal skills and the ability to articulate ideas and requirements to a wide and diverse audience.	E		I
	Be able to communicate clearly, both orally and in writing, with staff, suppliers, contractors and associated stakeholders.	E		I
	Be able to develop and maintain effective professional relationships with all members of the school community and outside agencies.	E		I
	Be approachable, accessible and flexible.	E		I
	Be able to work effectively under pressure, prioritising and delegating appropriately to meet deadlines.	E		A, I
	Be able to use ICT to manage documentation and send and receive communication	E		A, I
4.0 Any additional factors	Understanding and commitment to working in line with legislation and Trust policies and procedures.	E		I
	Commitment to ongoing personal training and development.	E		I
	Knowledge of equality of opportunity issues and how they can be addressed in schools.		D	I
	Full driving licence with business insurance	E		A
	Willingness to work outside of normal school hours on occasion.	E		I
	Willingness to undertake an enhanced Disclosure and Barring Service check, pre-employment and two yearly. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	E		I
	Understanding of Safeguarding.		D	I

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.