

NORTH EAST LEARNING TRUST

JOB DESCRIPTION

Post Title: Caretaker	Department:	Workplace: Ashington Academy
Responsible to: Facilities Manager	Responsible for: N/a	Salary Band: Grade 1 SCP10-11 £16,863-£17,007

JOB PURPOSE: To provide a caretaking service, ensuring a warm, clean and secure environment for all site users

Resources:

Staff	None
Finance	Ordering resources as directed by the Facilities Manager
Physical	Site security and maintenance, school equipment
Clients	Students, staff, governors, parents and school visitors, volunteers and contractors

Duties and responsibilities:

- To ensure NELT Northumberland Schools are well presented and maintained to a high standard
- Ensure the site is accessible and ready for use at agreed times and that the security of the site is properly maintained
- Advise the Facilities Manager of repair and maintenance issues, undertaking minor repairs and routine maintenance tasks as required
- Ensure that the heating system is operated and maintained in the approved manner
- Operate and maintain all ancillary plant and equipment as appropriate
- Ensure Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance
- Ensure that the external areas of the property are kept free of litter and debris, rubbish bins are emptied regularly and main access routes are kept clear of debris, snow and ice, as necessary
- Undertake a range of general portage duties, ensuring goods, equipment, furniture and other items are transported around the property, as required
- Ensure the site is accessible for community use and lettings, as directed by the Facilities Manager
- Transport students in the school minibus, as required
- Record meter readings
- Ensure stocks levels of necessary facilities equipment are monitored and maintained

GENERAL: To be a part of the NELT Premises Team



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Duties and responsibilities:

- Provide cover and support other NELT school sites
- Undertake other duties and responsibilities as required commensurate with the grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

Signed: _____(Post holder)

Date: _____

Signed: _____(Line Manager)

Date: _____



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Person Specification

<u>Essential</u>	<u>Desirable</u>
<u>Knowledge and Qualifications</u>	<u>Knowledge and Qualifications</u>
Good basic literacy and numeracy	Health & Safety qualification
Knowledge of Health & Safety legislation relating to the role	General maintenance qualification
Full clean driving licence	
MIDAS qualification (or willingness to undertake)	
First Aid qualification (or willingness to undertake)	
Practical knowledge of basic maintenance tasks	
<u>Experience</u>	<u>Experience</u>
Previous experience in a similar role	Experience of working in an educational setting
<u>Skills and Competencies</u>	<u>Skills and Competencies</u>
Use of initiative to solve straightforward problems	Understanding and promoting positive relationships within the wider school community
Ability to work alone without supervision and as part of a team	
Ability to follow instructions and achieve objective within set deadlines	
Strength, dexterity and coordination to use a range of tools and equipment	
Good interpersonal skills	
Adaptable to change by adopting a flexible and cooperative approach	
Willingness to participate in development and training opportunities	