



Haberdashers' **ABRAHAM DARBY**

A member of the Haberdashers' West Midlands Academies Trust

Job Description: Caretaker and Site Maintenance

Grade 3, Points 3-4

40 hours per week, Full-time contract (52.14 weeks per year)

Shift Patterns: 07:30-16:00 or 8:30-17:00

30 minute unpaid lunch break entitlement

Annual leave entitlement: 20 days plus 9 statutory days

(to increase to 25 days after 5 year's service)

Aims of Post of Responsibility:

To support the Site Manager in the delivery of quality site service and maintenance for the whole Academy site in order to provide a safe, clean, attractive and secure learning and working environment for pupils, staff and visitors. To support the Site Manager with the practical implementation of measures to ensure the Academy complies with legal requirements relating to buildings and to the health, safety, security and welfare of staff, pupils and visitors. To assist in the staffing of lettings and events hosted by the Academy. You may be required to provide out of hours cover in regard to the Academy functions on occasion.

Responsible to: Site Manager (line manager) and the Head of Trust Operations (who has overall responsibility for the Site Team)

Core Responsibilities

- Open and secure the Academy premises, as and when required, including emergency closing/securing school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
- Check the physical security of buildings and set security alarm systems as required in accordance with the Academy's site management policy.
- Act as a nominated key holder and to respond to alarm calls and other emergencies, including fire, flood, break-in, vandalism, accident, fire or intruder alarm operation during non-working hours, including weekends.
- Monitor aspects of the heating plant as required.
- Identify and report damage to the Site Manager.
- Carry out basic maintenance and repairs to all buildings and equipment, including programmes of renewal/redecoration, with strict adherence to Health and Safety regulations, such as:
 - Carpentry – repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to drawers and furniture.

- Glazing – temporary repairs, making safe, methods available.
 - Plastering and concrete – repairing patches, floor and steps. Non-slip.
 - Plumbing – pipe freezing, fitting stop taps, simple plumbing.
 - Electricity – simple replacements.
 - Remove caretaking and cleaning equipment known to be faulty and report the need for repair, or carry out minor repairs if deemed competent
- If required, provide temporary caretaking assistance to other schools in the Trust.
 - Assist the Site Manager in the supervision of contractors working on the Campus site.
 - To assist in ensuring basic fire prevention measures are maintained.
 - Assist in ensuring gardens, grounds, car parks, playing fields and approaches to the schools are maintained to an appropriate standard; that pathways and forecourts are kept weed-free and that adequate provision is made for the collection and clearance of litter, internal and external to the buildings.
 - Supervise, where required, lettings of Academy facilities.
 - Assisting in the staffing of events and functions hosted by the Academy.
 - Setting up for whole school assemblies and the setting up the exam desk for exams.
 - Assist in the upkeep and maintenance of the Academy garden to an appropriate standard. Including during school closure periods, assist the Maintenance Team with the inspection and maintain certain school equipment, effect minor repairs and report defects.
 - Flexibility and commitment to working additional hours when required to assist in school events and functions hosted by the Academy (eg open evenings, school production, end of term concerts)
 - Flexibility and commitment to working additional hours when required to assist in external bookings at the academy; these hours could be at a weekend or late evenings.
 - Undertake additional activities such as providing maintenance support where necessary, as determined by the Site Manager.
 - Other relevant duties as may be reasonably requested by your Line Manager, Head of Trust Operations, Senior leadership team and/or Principal.

General Expectations of all staff

- Be aware of and comply with all the Academy and Trusts policies and procedures especially relating to child protection, health and safety, manual handling, security, confidentiality and data protection, and also reporting all concerns to an appropriate person.
- Haberdashers' Abraham Darby is a designated no smoking/vaping workplace. Therefore, no smoking or vaping on or in the Academy premises and its environment / surroundings.
- It is expected that staff maintain a professional dress code and that staff ID badges will be worn and on show at all times. It is a mandatory requirement that all staff use the sign in app system on a daily basis.
- Develop and maintain professional and effective working relationships with all colleagues.
- To engage with pupils in a courteous, positive, caring and responsive manner. Do not use innuendo, make comments that may be construed or make jokes at the expense of pupils. Avoid making any physical contact with pupils., unless their safety is at risk.
- Safeguard yourself as well as the pupils: when speaking to a pupil or pupils in a room, always have the door open and the blinds up and sit where you and the pupils are visible from the corridor.
- To present yourself in a professional way that is consistent with the values and expectations of the Trust and Academy.
- Attending and participating in relevant meetings and training as and when required (including statutory training, safeguarding/child protection updates). These may be outside of your normal working hours.

- Support staff are required to carry out a lunch duty as defined on the lunch duty rota (this is not in place of your usual lunch break entitlement for that day)
- Be aware of and support to ensure equal opportunities for all. Understand, comply with and promote equalities in own work; to undertake appropriate training, and challenge racism, prejudice and discrimination.
- Recognise own strengths and areas of expertise and use these to advise and support others. Participate in training, meetings and other learning activities to keep up to date with developments relating to your area.
- Undertake personal and professional development and commitment in conjunction with the Academy's Performance Appraisal Review process.
- Support and contribute to the overall ethos, work, aims and vision of the Academy and Trust.
- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.
- Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school.
- Comply with any reasonable request from your line manager to undertake work of a similar level that is not specified in this job description.
- To undertake other duties as determined by the Principal and/or Governors that are commensurate with the designation and grading of the post and within the evolving policies of the Trust.

Any breach of these expectations will be handled under the Trust's Staff Disciplinary procedures.

PERSON SPECIFICATION

Qualifications

- Health and Safety qualification including manual handling [desirable] or willingness to undertake the necessary training through the National College platform.
- First Aid qualification [desirable] or willingness to undertake the necessary training
- Fire Marshal and COSHH training [desirable] or willingness to undertake the necessary training through the National college training platform.

Experience

- Experience of caretaking / maintenance work
- Experience of working in a school /educational environment [desirable]

Skills & Knowledge

- Ability to carry out basic maintenance/building requirements
- Ability to carry out basic plumbing, carpentry and electrical requirements
- Basic IT skills
- Familiarity with current building and Health & Safety legislation
- A clean and current, full driving licence
- Ability to relate well to adults and children
- Good communication, listening and observation skills
- Ability to work under pressure and meet deadlines
- Ability to relate to the philosophy and aims of the Trust
- Awareness of the needs of employees and a commitment to equality of opportunity.

General

- Understanding the importance of and ability to work with due regard to confidentiality, data protection, safeguarding and equality at all times.

- Self-motivated and ability to work on your own and constructively as part of a team, understanding Academy roles and responsibilities, and your own position within these.
- Willingness to undertake any training required for the role and a strong commitment to personal continued professional development.
- An understanding of health and safety issues relevant to the post.
- Knowledge, understanding and commitment to safeguarding and promoting the welfare of students.
- Ability to relate to the philosophy and aims of the School and Trust.
- Awareness of the needs of employees and a commitment to equality of opportunity.

PERSONAL QUALITIES

- Reliable, honest and confidential
- Professional, friendly and approachable
- Calm tactful and collaborative manner
- Has an open and transparent work ethic
- Flexible and able to adapt to changing circumstances and new ideas
- Ability to be a good listener who thinks on their feet
- Ability to manage and overcome setbacks
- Motivated
- Strong team player
- An excellent record of attendance and punctuality
- Take responsibility for your own professional development.

Safeguarding Statement

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All teachers and support staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

An Enhanced DBS check (including a check of the children's barred list) will be carried out prior to employment along with thorough pre-employment safer recruitment checks (including an on-line search on all shortlisted candidates). Our policy is that all DBS's will be renewed every 5 years. All staff are expected to sign an annual Safeguarding Declaration Form and are expected to inform the Principal to any changes in the personal circumstances during the school year which may affect them working in a school environment and/or with children and young people. All new staff are expected to complete mandatory training in Child Protection/Safeguarding, Prevent and On-line Safety and we hold regular statutory Child Protection training which all staff are required to attend (this may be on-line or face to face).

Positive Mental Health – Whole School Approach

Haberdashers' Abraham Darby aims to promote a whole-school positive approach to mental health and well-being for every member of staff and student; it is a fundamental to our values, mission and culture. We are a school that helps children flourish, learn and succeed by providing opportunities for them, and the adults around them, to develop the strengths and coping skills that underpin

resilience. The Academy's Mental Health and Well-being policy is available via the website/SharePoint.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description may not necessarily be a comprehensive definition of the post. Support Staff are expected to comply with any reasonable request from their line manager and/or Principal/member of the senior leadership team to undertake work of a similar level that it is not included in this job description. This job description will be reviewed on a regular basis, and it may be subject to modification or amendment after consultation with the postholder by the Principal and/or line manager and may form part of the appraisal process.