

## JOB PROFILE

<b>Job title:</b>	Casual caretaker
<b>Responsible to:</b>	Site Manager
<b>Salary / Grade:</b>	£9.81- £10.41 per hour
<b>Working hours / weeks:</b>	Ad-hoc as required to provide cover. This is a peripatetic role and you may be offered work at any of our sites in Nottinghamshire and Derbyshire.
<b>Core purpose:</b>	To provide caretaking, security, maintenance and minor repair work to the whole site.

### Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust and the school.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### Key responsibilities:

To all caretaker duties as required, including sickness absence, holidays or busy periods across all schools which may include:

- Assisting with site security and implementing school security arrangements.
- Undertaking minor repairs such as doors, locks, fencing, furniture, carpets, and so on.
- Undertaking basic maintenance.
- Installing display boards, shelving and assembling furniture.
- Assisting with checking the proper operation and function of all alarms and fire equipment and ensuring emergency exits are not obstructed.
- Assisting in the operation of emergency services, including calling out emergency services if required.
- Opening and closing school buildings in the absence of established staff.
- Reporting acts of vandalism and illegal entry to the site to the Site Manager.
- Taking delivery of post, materials and other goods, unpacking, storing or delivering to various areas of the site.
- Taking outgoing post to the Post Office.
- Keeping the site tidy/litter free and snow clearing when necessary.

- Moving school furniture as required with due regard to current Health & Safety and Lifting and Handling regulations, following Manual Handling training,
- Setting up for assemblies and examinations.
- Providing cover for special events that may be happening on school sites.

**Notes:**

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

**Core Values:**

Respect for individuals: We work together to create a culture based on trust, respect and dignity.

Integrity: We are open, honest and direct in our dealings.

Collaboration: We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.

Continual improvement: We are a learning organisation that strives always to 'make our best better'.

Accountability: We hold ourselves accountable and take ownership.

### PERSON SPECIFICATION

<b>Role:</b> Casual Site Operative (peripatetic)		E/D	A	I
<b>Qualifications and Training</b>				
1	Has a full driving licence	E	✓	
<b>Experience</b>				
2	Experience in any of the following trades: caretaking, plumbing, building maintenance, carpentry, masonry or painting/decorating	E	✓	✓
<b>Knowledge and understanding</b>				
3	Understanding of basic health and safety	E		✓
<b>Skills and abilities</b>				
4	Is able to work independently and autonomously	E		✓
5	Is able to prioritise own work to meet deadlines	E		✓
6	Is numerate, literate and has sound basic ICT skills	E	✓	✓
7	Has the ability to liaise with and communicate with a range of different stakeholders in different ways	E		✓
8	Well organised	E		✓
<b>Personal attributes</b>				
9	Can demonstrate the ability to work well as a team member and independently	E		✓
10	Customer focussed	E		✓
<b>Other</b>				
11	A commitment to uphold and promote equality of opportunity.	E		✓
12	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓
13	Use of transportation for work purposes	E	✓	

**Date:** November 2020

**KEY:** ✓

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** September 2019