

MATRIX ACADEMY TRUST
Job Description – Assistant Caretaker

Arrangement:	Full time – 37 Hours All year round (including school holidays) 25 days' holiday plus 9 bank holidays (this role requires shift work)
Salary:	Matrix Support Staff Scale Group 3 Spine Points 9-12
Main Purpose:	To ensure the security, cleanliness, maintenance and safety of the premises, building facilities, and the wider site.
Main Activities:	<p>Security</p> <ul style="list-style-type: none"> • Maintain the security and safety of the premises and its contents at all times, open and close at appointed times, carry out security procedures operating intruder alarms as per the Headteacher's instructions and securing premises following illegal entry/vandalism. • On occasions respond to emergency call outs due to alarm activations or intruders on site. <p>Cleaning/Appearance of the School</p> <ul style="list-style-type: none"> • Provide safe access to the premises in the event of snow/minor flooding or similar emergency situations. • Ensure all outside steps, playgrounds, pathways and playing fields are kept in a clean condition and that all waste paper receptacles are emptied daily. • To be responsible for the collection of litter from grassed, landscaped, car parks and other areas on the schools land. Ensuring that drain grids are free from litter and other debris. • Ensure that toilets are adequately stocked with toilet requisitions at all times. • Ensure that graffiti and chewing gum is removed from school site. <p>Maintenance and Grounds</p> <ul style="list-style-type: none"> • Support with general maintenance as part of the schools Site Helpdesk management system. • Support with general grounds maintenance as directed by the Head Caretaker. <p>Portage</p> <ul style="list-style-type: none"> • Perform all portage duties according to the school's needs, as determined by the Hub Manager and Head Caretaker. This will include receiving and distributing cleaning materials, equipment and other relevant goods, delivering packages to departments. • Attend to visitors/contractors, including receiving telephone calls and other messages where appropriate. • Collecting and disposing of all rubbish to appropriate containers. • Destroying sensitive documents via incinerator or shredder as instructed by line manager. • Move furniture and equipment around School/Leisure Centre as required. • Prepare and clear desks and chairs for school examinations and other events. <p>Stores/Equipment</p> <ul style="list-style-type: none"> • To be responsible for the safe and correct storage, maintenance, issue, use of materials chemicals and machines.

	<p>Lettings</p> <ul style="list-style-type: none"> • Preparing for after school activities, opening up and securing the premises, cleaning up after these activities and preparing venues for the return of normal activities. • On rotation, to open up and secure the site for community usage at weekends. <p>Window Cleaning</p> <ul style="list-style-type: none"> • To undertake certain window cleaning within safety requirements.
Additional duties:	<ul style="list-style-type: none"> • Transport pupils using the School Minibus • Attend Minibus Driver Training as required • To play a full part in the life of the school community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school and supports its distinction mission • Appreciate and support the role of other professionals. • Participate in training and performance development as required • To attend first aid training as required in order to be able to provide first aid to pupils, staff and visitors as required • To attend other training courses as required • Any other duty as deemed appropriate to the post by the Headteacher.

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post and not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

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Person Specification – Assistant Caretaker

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy	E	A/I/S
First aid trained	D	A
Relevant training courses e.g. Health & Safety, Manual Handling	D	A
MIDAS or equivalent minibus training	D	A
Experience and Knowledge		
Relevant experience of caretaking or a similar maintenance role	D	A/I/S
Knowledge and/or experience of building maintenance repairs e.g. plumbing, electrical	D	A/I/S
Knowledge and/or experience of health and safety processes	D	A/I/S
Working within a school or busy environment	D	A/I
Basic computer and keyboard skills	E	A/I/S
Practical Skills, Personal Qualities and Behavioural Attributes		
Ability to use IT systems for building maintenance recording	D	A/I/S
Ability to complete records accurately	E	A/I/S
Able to be a flexible worker, prioritise workload and multi-task	E	A/I
Able to complete all physical requirements of the role e.g. lifting furniture, standing for long period of times	E	A/I
Excellent communication skills	E	A/I/S
Effective team worker	E	A/I
An ability to provide high levels of customer care at all times	E	A/I
Excellent inter-personal skills, with both children and adults	E	A/I
Self-motivated and enthusiastic	E	A/I
An ability to remain calm when under pressure	E	I/S
Able to solve problems and respond to unforeseen circumstances e.g. hazards, accidents	E	A/I
Ability to take initiative and be proactive	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Committed to the provision and improvement of quality service provision	E	I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).