



The Warriner Multi Academy Trust



WMAT Caretaker and maintenance operative: Job Description

Responsible to: WMAT Premises Manager	Grade: 6 Points 8-13
Hours: 37hrs per week / 52 weeks per year Monday to Thursday 7am-3pm Friday 7am-2.30pm including 30mins unpaid lunch break	Salary: £27,710 – £30,024 depending on experience
Main Location: The Warriner School is the base but this is a MAT role and this person will visit all schools within the WMAT as part of a rota	Holiday Entitlement: 25 days plus Bank Holidays

Role:

- The WMAT has high standards and expects all staff to contribute to maintaining healthy working environments in all its schools
- You will demonstrate the ability to work well as part of the wider team or independently when required
- You will assist your colleagues in providing support to all schools within the WMAT.

Purpose of Role:

- To provide a maintenance service for schools within the WMAT using trade skills (carpentry, plumbing etc)
- To provide a caretaking service for schools within the WMAT
- To provide outstanding service at all times
- To assist school staff in providing a clean and secure environment for staff, pupils and community users

Key areas of responsibility:

The following is indicative of the work you will undertake throughout the Warriner Multi Academy Trust. You are expected to maintain accurate records and report issues that cannot immediately be resolved or are outside your skillset. This list is not exhaustive, and training will be provided as required

Maintenance Tasks

- Carry out repair and improvement tasks using trade skills (carpentry, plumbing etc)
- Carry out project work making improvements in schools where trade skills are required
- Carry out planned preventative maintenance programmes to buildings and grounds
- Where possible in the time available, remedy any minor or intermediate defects and log on the Every reporting system
- Make safe damaged or missing furnishings e.g. floor tiles, chairs, damaged carpets, missing door guards etc. and log on the Every reporting system all completed or outstanding issues
- Report any major defects to the Headteacher and the WMAT Premises Manager, logging them on the Every reporting system to be actioned

Caretaker Tasks

- Carry out inspections of the school buildings and environment
- Carry out regular checks as per the H&S schedule, ensuring accurate records are maintained, and issues requiring further action are reported to the WMAT Premises Manager
- Where possible ensure that external social areas, paths and driveways are maintained in a safe manner
- Respond to emergencies and take action as appropriate
- Ensure that premises are kept free from pests and vermin, liaising with the WMAT Premises Manager
- Advise the office administrator at the school regarding the ordering of replacement equipment as necessary
- Arrange for the disposal of redundant furniture and equipment with the WMAT Premises Manager, in accordance with agreed procedures
- Where time allows, assist school staff with moving/replacing furniture as required, or log requests for assistance via the Every maintenance system

Lighting and Heating:

- Ensure that lighting is kept in good working order and advise the office administrator in the primary schools of replacement requirements to order or the WMAT Premises Manager for The Warriner School
- When in attendance, assist in the control of heating and ventilation levels as required by the school
- Knowledge of essential systems, alarms, heating etc. training will be given if needed

Safety

- Ensure that appropriate equipment, materials are used for specific duties
- Ensure that all tools and materials are never left so students can have access to them
- Assist school staff in checking for hazards, damages and intruders

General:

- Be available to travel to school, as required, for the treatment of roads and pathways during periods of adverse weather
- Any other reasonable duties as directed by the WMAT Premises Manager
- Present a positive personal image, contributing to a welcoming school environment

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

Signed _____ Employee

Date _____

Signed _____ Line Manager

Date _____

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

This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE).

We are committed to equality of opportunity and welcome applications from all sections of the community

Person Specification

WMAT Caretaker and Maintenance Operative Person Specification	
Personal requirements	D=Desirable E=Essential
Experience and qualifications: • Good ICT working in Word & Excel • Experience of working in a busy environment • Experience of Health & Safety standards • Experience of prioritising workloads • Experience of working with a wide range of staff, customers, contractors, visitors etc. • Full clean Driving Licence • First Aid qualification	E E E E E E D
Knowledge: • Knowledge of Health and Safety legislation and good practice (or willingness to train) • Knowledge of Safeguarding and Child Protection (or willingness to train) • An interest in Education	E E D
Personal skills and qualities: • Excellent communication and inter-personal skills • Ability to employ discretion and sensitivity and have an understanding of the importance of confidentiality • Ability to carry out repairs and improvement tasks using trade skills • Ability to manage project work, making improvements in schools where trade skills are required • Ability to work accurately, with attention to detail • Creative approach to problem-solving • Ability to learn new practices and procedures • Consistent approach to maintaining high standards • Demonstrate a flexible and adaptable approach to work in terms of hours and location • Good timekeeping and attendance	E E E E E E E E E E

Personal Qualities:

- Present a positive personal image and a friendly and helpful manner
- Demonstrate ability to work well as part of a team or independently when required
- Ability to work under pressure and remain calm in different situations
- Must be prepared to cover the duties of absent site management staff
- A flexible approach to work schedules

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