



## The Warriner Multi Academy Trust



### WMAT Caretaker: Job Description

<b>Responsible to: WMAT Premises Manager</b>	<b>Grade: Grade 5 Point 5 (Points 5-7)</b>
<b>Hours:</b> 37hrs per week / 52 weeks per year Monday to Thursday 7am-3pm Friday 7am-2.30pm including 30mins unpaid lunch break	<b>Salary: £25,584-£26,403</b>
<b>Main Location:</b> 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	<b>Holiday Entitlement: 25 days plus Bank Holidays</b>

#### **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 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

#### **Security:**

- Assist school staff in checking for hazards, damages and intruders
- Respond to emergencies and take action as appropriate

### **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 in the time available, remedy any minor or intermediate defects and log on the Every reporting system
- Report any major defects to the Headteacher and the WMAT Premises Manager, logging them on the Every reporting system to be actioned
- 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
- Where possible ensure that external social areas, paths and driveways are maintained in a safe manner
- Remove graffiti as required
- Ensure that premises are kept free from pests and vermin, liaising with the WMAT Premises Manager
- Where time allows, assist schools in clearing litter
- Advise the office administrator at the school regarding the ordering of replacement equipment as necessary

### **Safety**

- Assist school staff in ensuring that hazardous fluids and materials e.g. broken glass, are disposed of and removed to safe designated areas in accordance with agreed safe working practices
- 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

### **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

### **Porterage:**

- Where possible when on site, act as porter for deliveries, furniture removals, or any other lifting tasks required by the school, within safe manual handling guidelines
- 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

**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

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.

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*

Signed \_\_\_\_\_ Employee

Date \_\_\_\_\_

Signed \_\_\_\_\_ Line Manager

Date \_\_\_\_\_