

BLOXWICH ACADEMY
Job Description – Caretaker

Arrangement:	Full time – 37 Hours (Shift System on Rota) All year round (including school holidays) – Holidays to be taken during school Holidays, not during term time.
Salary:	£17,500 per annum – with additional payment for a candidate with relevant building trade skills & Experience.
Main Purpose:	<p>Matrix Academy Trust is a Multi Academy Trust based in Walsall, West Midlands. The Trust currently has four schools and we are seeking to appoint a Caretaker to work with the existing Site Team at Bloxwich Academy.</p> <p>Bloxwich Academy is an All through Academy in Walsall and caters for children aged 3 – 18 and the school currently has approximately 1000 pupils. The School is a split site, with the Primary and Secondary phases being located on separate sites.</p> <p>The Caretakers are responsible for ensuring, maintenance & servicing tasks, statutory testing, site security duties, and health & safety monitoring is completed across the school estate. The successful candidate will be an effective team player who is also able to work with initiative and in isolation, understands systems and practices to maintain an efficient and safe school for all pupils staff and visitors.</p> <p>From time to time the caretaker may also be asked to work temporarily at one of the other schools within the Trust if required.</p>
Main Activities:	<ul style="list-style-type: none"> <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 and Governors’ instructions and securing premises following illegal entry/vandalism. • On occasions respond to emergency call outs due to alarm activations or intruders on site. <p>Health and Safety</p> <ul style="list-style-type: none"> • Carrying out tests/inspections on various health and safety equipment such as the fire alarm, fire extinguishers and emergency lighting etc. Record all tests and inspections in line with appropriate legislation. <p>Heating and Lighting</p> <ul style="list-style-type: none"> • Operation of the heating plant, to ensure correct temperatures are maintained throughout the school. Ensuring that there is an adequate supply of hot water available. • In accordance with instructions from the Head Caretaker, carry out and record meter readings. • The cleaning of heating plant, air conditioning Filters, fan assisted heaters and boiler houses. <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 and landscaped areas, pathways, car parks and other areas on the schools grounds.

	<p>Ensuring that drain grids are free from litter and other debris.</p> <ul style="list-style-type: none"> • Ensure that toilets are clean, tidy and adequately stocked with toilet requisitions at all times. <p>Maintenance</p> <ul style="list-style-type: none"> • Use trade skills, e.g. carpentry, electrical and plumbing to maintain and upgrade the site as required. <p>Portage</p> <ul style="list-style-type: none"> • Ensuring the school is a safe and welcoming environment for all staff pupils and visitors • Perform all portage duties according to the school's needs, as determined by the 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. • Move furniture and equipment around School/Sports Centre as required. • Prepare and clear desks and chairs for school examinations and other events. <p>Monitoring and Recording</p> <ul style="list-style-type: none"> • In accordance with instructions from the Head Caretaker, to monitor the work of all contractors engaged in the maintenance and repair of the school premises. • In accordance with instructions from the Head Caretaker to monitor various aspects of health and safety, i.e. Asbestos, Water Safety, pathways and slabbed areas etc and to record findings on appropriate paperwork. Also to inform line manager of any defects. • Assist Head Caretaker to keep, update and /or return all necessary documents and records as required by the Headteacher, Facilities Manager and Governing Body. <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>Swimming Pool</p> <ul style="list-style-type: none"> • Operate plant equipment and pool cover. Ensure that the swimming pool is correctly treated, heated and cleaned in accordance with specified procedures and instruction from Head Caretaker. <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. <p>Window Cleaning</p> <ul style="list-style-type: none"> • To undertake certain window cleaning within safety requirements.
Other:	<ul style="list-style-type: none"> • Transport pupils using the School Minibus • Attend Minibus Driver Training as required • To attend First Aid training as required. • Administer First Aid to pupils, staff and visitors as required. • To attend any other training courses as required • To undertake any duties reasonably directed by the Headteacher

BLOXWICH ACADEMY
Personal Specification – Caretaker

Desired Personal Attributes	Method of Assessment
<p>1. Physical</p> <ul style="list-style-type: none"> • Fit and healthy as the post requires physical exertion. • Maintain a good standard of personal hygiene & presentation. 	<ul style="list-style-type: none"> • Job and medical history from • Application form • References • Performance in interview process
<p>2. Qualifications</p> <ul style="list-style-type: none"> • Relevant Facilities or equivalent qualification. • Candidates must have an adequate level of literacy and numeracy (GCSE in English & Maths). • First Aid Qualification • Trade skills 	<ul style="list-style-type: none"> • Application form • Certificates • Reference • Interview task
<p>3. Experience</p> <ul style="list-style-type: none"> • Experience of working within the facilities/education industry. • Experience of manual handling procedures. 	<ul style="list-style-type: none"> • Application form • Interview • Reference
<p>4. Skills and Knowledge</p> <ul style="list-style-type: none"> • Ability to work independently using own initiative. • Can work constructively as part of a team. • Trade skills 	<ul style="list-style-type: none"> • Application form • Interview • Reference
<p>5. Personal Circumstances</p> <ul style="list-style-type: none"> • The ability and willingness to work as part of a shift system on rota • The ability and willingness to do additional hours as and when required. • The ability to be flexible in fulfilling contractual hours. 	<ul style="list-style-type: none"> • Application form • Interview • Reference
<p>6. Disposition and Personal Characteristics</p> <ul style="list-style-type: none"> • Dependable and reliable. • Hard working • Trustworthy 	<ul style="list-style-type: none"> • Application form • Interview • References
<p>7. Legal Requirements</p> <ul style="list-style-type: none"> • Enhanced Disclosure & Barring Service (DBS) check required. • Must not be prohibited from working with children. 	<ul style="list-style-type: none"> • DBS Check • Application form • References
<p>8. Other Requirements</p> <ul style="list-style-type: none"> • Willingness to work as part of a shift pattern alongside other site staff 	<ul style="list-style-type: none"> • Application form • Certificate • References