

**BLOXWICH ACADEMY**  
**Job Description – Head Caretaker**

<b>Arrangement:</b>	Full time – 37 Hours per week, Monday - Friday working as part of a shift pattern. All year round (including school holidays) – Holidays to be taken during school holidays, not during term time.
<b>Salary:</b>	<b>£26,000 per annum</b>
<b>Main Purpose:</b>	<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 Head Caretaker to lead the 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 Head Caretaker will be responsible for ensuring the effective management of Site Staff, maintenance &amp; servicing tasks, statutory testing and deployment of caretaking staff across the school estate. The candidate will be effective in developing systems and practices maintaining an efficient and safe school for all pupils, staff and visitors. To ensure cleanliness of the school premises including liaison with the cleaning contractor.</p> <p>From time to time the Head Caretaker may also be asked to work temporarily at one of the other schools within the Trust if required.</p>
<b>Main Activities:</b>	<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Effective management of all Site Staff across the Primary &amp; Secondary Sites, Cleaning contractor and other Contractors and consultants</li> <li>• Day to day management of the site team and delegation of tasks and duties</li> <li>• Promoting and safeguarding the welfare of the children, young people and vulnerable adults he/she comes into contact with.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the health &amp; safety of pupils staff and visitors ensuring statutory checks and monitoring procedures are followed and records up to date.</li> <li>• Implementing Health &amp; Safety regulations and ensuring legal compliance</li> <li>• Ensure policies and procedures as designated by Matrix Academy Trust are followed and adhered to.</li> <li>• Ensuring that all tests/inspections on various health and safety equipment such as legionella and asbestos checks, fire alarm, fire extinguishers and emergency lighting etc. Record all tests and inspections in line with appropriate legislation and Trust policy.</li> <li>• Writing, Implementing, updating risk assessments for the school.</li> <li>• Ensuring all contractors work to health &amp; safety regulations and supply appropriate method statements &amp; risk assessments for all works.</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• On occasions respond to emergency call outs due to alarm activations or intruders on site.</li> </ul>

**Maintenance**

- Ensuring the school is a safe and welcoming environment for all staff pupils and visitors
- Use trade skills, e.g. carpentry, electrical and plumbing to maintain and upgrade the site as required.
- Ordering of janitorial materials and monitoring of the allocated budget

**Budgeting**

- Prepare costs and cost plans for repairs/maintenance and building activities as required. Any major repairs or projects will be subject to quotation or tendering thresholds.

**Heating and Lighting**

- 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.
- Maintain the cleaning of heating plant, air conditioning Filters, fan assisted heaters and boiler houses.

**Cleaning/Appearance of the School**

- Liaison with the Cleaning Contractor to ensure the school is kept in a presentable manner.
- 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.

**Portage**

- Ensure all portage duties are performed according to the school's needs, as determined by the Primary & Secondary Phase Headteachers. This will include the management of receiving and distributing cleaning materials, equipment and other relevant goods, delivering packages to departments.
- 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 as required.
- Prepare and clear desks and chairs for school examinations and other events.

**Contractors**

- Attend to visitors/contractors, including site visits, receiving telephone calls and other communication as appropriate.
- Liaise with contractors when quoting for goods and services
- Ensure contractors adhere to School Health & Safety and Control of Contractors policies etc
- Monitor the work of all contractors engaged in the maintenance and repair of the school premises ensuring a high standard of workmanship is received.

**Testing, Monitoring and Recording**

- Ensure all statutory testing is carried out as legislation requires
- Monitor various aspects of health and safety, i.e. Asbestos, Legionella,

	<p>pathways and slatted areas etc and to record findings on appropriate paperwork.</p> <ul style="list-style-type: none"> <li>• To keep, update and /or return all necessary documents and records as required by the Headteacher, Governing Body or Matrix Academy Trust.</li> </ul> <p><b>Stores/Equipment</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the safe and correct storage, maintenance, issue, use of materials chemicals and machinery.</li> </ul> <p><b>Swimming Pool</b></p> <ul style="list-style-type: none"> <li>• Operate plant equipment and pool cover. Ensure that the swimming pool is correctly treated, heated and cleaned in accordance with specified procedures</li> </ul> <p><b>Lettings</b></p> <ul style="list-style-type: none"> <li>• Management of all lettings in liaison with the Secondary Phase Headteacher in accordance with Matrix Academy Trust policy.</li> <li>• Ensuring sufficient staffing levels for preparation for after school activities, opening up and securing the premises, cleaning up after these activities and preparing venues for the return of normal activities.</li> </ul> <p><b>Window Cleaning</b></p> <ul style="list-style-type: none"> <li>• To undertake certain window cleaning within safety requirements.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Transport pupils using the School Minibus</li> <li>• Attend First Aid, Safeguarding and Minibus Driver Training as required</li> <li>• Administer First Aid to pupils, staff and visitors as required.</li> <li>• To attend any other training courses as required</li> <li>• To undertake any duties reasonably directed by the Headteacher</li> </ul>

**BLOXWICH ACADEMY**  
**Personal Specification – Head Caretaker**

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