



Job Description

Mobile Maintenance Caretaker (KEVICC)

Grade	Grade C
Responsible to	KEV Site Supervisor
Hours of work	37 hours per week, full time
Revision	1.0-September 2021

Main Purpose of the Post

The Maintenance Caretaker is directed by and supports the Site Supervisor in delivering the operational management of the Academy buildings and grounds across the Trust. This post is initially based at King Edward IV Community College and also support the building and site maintenance of all the schools sites that ESW manages or supports.

Your direct reporting line will be to the KEVICC Site Supervisor.

Hours of work:

To work shifts on alternating weeks during term time:

The morning caretaker shift covers from 07:00 – 15:00 from Monday to Thursday and 07:00-14:30 on a Friday. These times may be varied to suit the business of the schools.

The evening caretaker shift covers from 11:00-19:00 from Monday to Thursday and 11:30-19:00 on a Friday. These times may be varied to suit the business of the schools.

During school holidays hours of work are generally between 08:00 and 17:00

The scope of responsibilities includes:

Building Management

Support the Site Supervisor in ensuring that the experience for staff, students and visitors using the Academy facilities is always at a high standard.

- Maintain the appearance of the Academy's internally and externally; proactive raising of areas needing attention to the Site Supervisor
- Assist in Fire Evacuations, acting as Fire Warden
- Clearance of rubbish and management of waste across the site
- To be responsible for the full security of the premises and its contents, and to respond to emergency 24-Hour call outs and attend to emergency repairs and vandalism
- Ensure that the Health and Safety regulations, policies and procedures relating to site and grounds are fully observed
- Monitoring and testing of property compliance requirements e.g. fire, emergency lighting and legionella
- Undertake cleaning requirements as directed

Maintenance

Undertake maintenance, repair and installation works, for example:

- Painting and general redecoration.
- Repair of doors, windows, and general building installations.
- General installation: e.g. Shelving, display boards.
- Basic plumbing and electrical: e.g. leaks, blockages, changing bulbs, minor installation and repair.

Grounds Maintenance

Undertake grounds maintenance, quality and appearance, for example:

- Mowing, strimming, hedge cutting and general grounds maintenance. Weed killing
- Undertake repairs to or new installation of hard landscaping, e.g. paving, paths, fencing
- Care of all grounds equipment
- Keeping paths and site generally tidy, sweeping and clearing paths.
- Maintenance of the pool and monitoring of appropriate levels

Sport Facilities

Maintenance of sports facilities to a high standard.

- Maintenance of the sports pitches
- Set-up of sports facilities, courts etc. to support the changing curriculum delivery
- Sports equipment maintenance and storage

Furniture & Equipment

Condition and organisation of general furniture and equipment.

- Inspection and repair of furniture
- Furniture removals, including set up for events, exams, concerts and shows
- Portable Appliance Testing

Deliveries

Management of all deliveries.

- Direct assistance with respect to all deliveries, loading, unloading and checking
- Internal distribution of deliveries across the Academy

Any other duties:

- The nature of change and development in the Trust means requirements will change with time, and therefore the items listed above will change through time.
- The role is based at Dartmouth Academy with responsibility also for the school sites at Kingswear, Blackawton and Stoke Fleming but you will be expected to be mobile to facilitate working in any school within the Trust as directed, where the operational need requires it.
- The role might require the individual to drive the students in Minibuses.
- Normal hours of work will be between 07:00 hrs and 19:30 hrs, early and late shifts are likely to alternate, but you will be expected to vary these hours if required to support the operations of the Academy; you will have to cover for absence of the shift Maintenance Caretakers in the team.
- There will be periods during the year when Annual leave will not be permitted.
- Full clean driving licence required for driving of Trust maintenance vehicles and minibuses

Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
 - Trusts' Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.

Signed:

Finance Director & Chief Operating Officer

Signed:

Postholder

Date:

Date:

Person Specification – Maintenance Caretaker

Skill/Experience	Essential	Desirable
Maintenance	<ul style="list-style-type: none"> Confidence and hands on maintenance experience to a minimum semi-skilled standard; able to use all general power tools 	<ul style="list-style-type: none"> Any skilled trade or related qualifications
Grounds	<ul style="list-style-type: none"> Able to use mowers, strimmers, hedge cutters and all general garden/small grounds equipment 	<ul style="list-style-type: none"> Experience in grounds maintenance. Qualified Chain Saw operative Experience of maintaining external sports facilities
Customer Service	<ul style="list-style-type: none"> Able to multi-task and adjust priorities to meet fluid operational requirements 	<ul style="list-style-type: none"> Experience dealing with customers Experience in the hotel and leisure sector
Working at Height	<ul style="list-style-type: none"> Must have experience of using ladders, and at least a willingness to use scaffolding towers, and work on roofs (safety equipment and training provided) 	<ul style="list-style-type: none"> PASMA trained
Physical Fitness	<ul style="list-style-type: none"> Must be physically fit and able; able to lift and move heavy equipment and deliveries. 	
Qualifications	Essential	Desirable
UK Driving License	<ul style="list-style-type: none"> Full clean UK driving license – to drive Trust owned vans Access to your own personal vehicle may be required. The Trust provides insurance cover for the use of personal vehicles for business use and you can claim mileage excluding your commute to and from home. 	<ul style="list-style-type: none"> License to drive up to a 7.5 CWT truck
Health & Safety & Compliance		<ul style="list-style-type: none"> Health & Safety/Compliance Qualifications
Working at Height/Scaffold Erection		<ul style="list-style-type: none"> Working at Height certified qualification
English and Maths	Able to receive written instructions and compile simple progress reports	<ul style="list-style-type: none"> Maths and English GCSE (or equivalent) at C grade or above
Personal Qualities	Essential	Desirable
Reliable	Pride and ownership	
Nothing is too much trouble	People Person – able to direct, lead, accommodate, empathise and understand people; a sense of humour; engaging	

Flexible	A flexible style, support the unexpected, solving the last minute crisis	
Personal smart phone	<ul style="list-style-type: none"> • Access to your own personal smart phone to make and receive business calls. Where this is required you will be provided with a free 'app' so that your number remains confidential and calls are not charged to you. 	