

South Dartmoor Community College and the Atrium

Job Description



Job Title:	Site Caretaker
Location:	Across the Trust based at South Dartmoor Community College and the Atrium
Grade:	Devon NJC Grade C (£18,933-£19,698)
Hours:	37 hours a week, all year round
Reports to:	Premises Manager

AIM OF THE POST:

To provide and maintain a clean and safe site for all of our staff, students and visitors. Use of your own vehicle, alongside a D1 driving license category, would be an advantage as although your place of work will be South Dartmoor Community College, you may be required to undertake duties as directed by your line manager across other schools within the Trust.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Ensuring that accommodation is safe, clean and ready for use.
- Ensuring compliance with health and safety regulations.
- Ensuring the security of the premises and contents. There may be times when you are required to be available for emergency call-out.
- Maintenance tasks, decoration, participating in alterations, repairs and improvements as identified by the Estates Manager.
- Compiling purchase orders for submission to the Estates Manager, for materials for repairs/alterations where necessary.
- Arranging access to site for external contractors and reporting progress to Estates Manager
- Moving and arranging furniture
- Acknowledging deliveries and transporting parcels safely and appropriately around site
- Ensure the full security of the premises; lock all doors, check windows are closed, set appropriate alarms.
- Visual checks of the emergency lighting, fire extinguishers and fire call points.
- Check heating and lighting to ensure maximum efficiency.
- Maintain the external premises as directed by the Estates Manager
- Basic maintenance services to include salting and gritting when required.
- Litter clearing and picking up to ensure the site remains tidy.
- Provide support when necessary, with the direction of buses on site at the end of the school day
- Assist with the maintenance and management of the Academy minibus fleet, to include some minibus driving
- Take part in training, where necessary, to carry out your duties effectively.
- Any other duties of a similar level or nature that may be required in support of the day to day operation of site services.

SPECIFIC MAINTENANCE DUTIES:

- Plumbing - replace tap washers and ball valves; repair and connect plumbing for washing machines, etc.; lagging of external and internal pipes.
- Carpentry - replace door and window furniture; fit coat hooks, shelves and display boards; re-hang doors; repair and make good chairs, tables and other classroom furniture
- Decorating – general internal and external painting to maintain good appearance; other painting and decorating at the direction of the Estates Manager

- Electrical - replace light bulbs, tubes, 3 pin plug tops and fuses.
- Structural - maintain and repair glazing; maintain and repair vinyl and ceramic floors and wall tiling; minor plastering (i.e. patching walls).

General:

- To support the enhancement and operation of the learning environment of the College, in its drive to raise standards for all students
- To adopt, adhere and work within College policies and procedures and help identify, minimise and eliminate any Health and Safety issues.
- Attend relevant staff development (internally and externally) and apply the knowledge in the workplace.
- Ensure a high level of courtesy and care at all times.
- Participate in Performance Management and Professional Development opportunities as required.
- Value diversity and promote equal opportunities.
- Work within Health and Safety guidelines and be aware of your responsibilities for Health and Safety.
- Carry out any other duties commensurate with the post and as directed by the Estates Manager, providing cover for staff absence within the team, as and when required
- Provide basic services as directed by the Estates Manager, to other schools with the MAT
- All information in relation to the College should be treated with discretion and strict confidentiality at all times
- Maintain an orderly working environment.

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- Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
- To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity

The above list is a guide only to the type of work that may be required. The post holder may be required from time to time to undertake other duties within the college and other schools across the Trust, as may be reasonably expected and directed by your line manager, without changing the general character of the duties or level of responsibility.

Job Description produced by Executive Head teacher, November 2021

