



St Francis of Assisi Catholic College

Nil Satis Optimum

- Only the best is good enough -

Caretaker

JOB DESCRIPTION

Contract:	Initial 1-year Contract
HOURS:	37 Hours - Full Year Shift Pattern (7am – 3pm and 10am – 6pm)
RESPONSIBLE TO:	The Site Manager
GRADE:	Scale Point – PO 11 (£22,074)

PURPOSE OF JOB

- Under the direction and instruction of the Site Manager, provide Site support across all areas of the school, ensuring that our school estate is Safe, well maintained and accessible.
- Work as part of the overall Site Team to ensure day to day issues are resolved in a timely manner and that staff, students and visitors have a school site they are proud of.
- Support school estate development projects which will often involve external contractors.

Support the Site Manager

- Assist with the security of the premises and contents at all times, opening and closing the school at agreed times.
- Support the management of security and safeguarding in school relating to access and visitors.
- Ensure the schools access systems and security alarms are tested and used according to school need and regulation requirements.
- Provide day to day reactive support of Site related issues across the school, fixing issues in a timely manner or escalating accordingly to the Site Manager.
- Support the Site Manager with all ongoing projects and Site developments in school, providing visitors and contractors with access and support as required.
- Taking monthly readings of utilities and water temperature checks.
- Support the School statutory testing programme as outlined by the DFE and Diocese.

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- Maintain the outstanding cleanliness in school (including grass cutting, drain cleaning and painting) as instructed by the Site Manager. Being proactive in your approach to ensuring the school grounds are in an outstanding condition.
- Setting up halls and classrooms for Assemblies and external meetings as required within the school calendar.

Support to School

- Promote and safeguard the welfare of children and young people you come into contact with.
- Support and promote the school ethos and contribute to the overall aims of the school.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and performance development as required.

Behavioural Attributes

- Committed to the provision and improvement of quality service.
- Motivation to work in a fast-paced school environment.
- Friendly yet professional and respectful approach demonstrating support and showing mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others to achieve expectations.
- Is adaptable to and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous self-development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills.

Please note that this is illustrative of the general nature of the role. It is not a comprehensive list of all Site tasks within this role.

Person Specification

The successful candidate will have all or most of the following:

- Willingness to support our Catholic ethos
- A good understanding of Health and Safety
- A confident communicator who enjoys dealing with staff, students & visitors

- Experience of working in a Site Team environment
- Excellent maintenance and DIY skills across various skillsets
- Good organisational skills, the ability to plan and prioritise effectively
- Enthusiasm and flexibility
- A sense of humour and sense of perspective
- Ability to relate well to students and adults
- Ability to work constructively as part of a team or alone
- An understanding of safeguarding within an education setting