

**The Warriner Multi Academy Trust**  
**Job Description:**  
**WMAT Caretaker**

**Hours:**

35 hours a week – 52 weeks

09:00 – 16:30 Monday to Friday (includes ½ hour unpaid break)

**Salary:**

Grade 5 point 5 £18,795 per annum pro rata (actual salary £17,779)

**Annual Leave:**

24 days pro rata annual leave entitlement plus bank holidays. Some annual leave can be taken during term time by arrangement.

**Holiday/Sickness Cover:**

The site staff work as a team and cover for each other when taking holiday or for sickness absences.

**Probation:**

There will be a probationary period of 6 months for the successful applicant.

**Requirement:**

Full clean Driving Licence required

**Line Manager:**

WMAT Supervising Caretaker

**Additional duties:**

You will be part of the weekend rota for attending site to open/close for lettings and to be on call in case of emergencies. The rota runs on a 4 weekly cycle and you are entitled to claim a payment after the event which is over and above your normal salary entitlement.

**Role:**

- The WMAT has high standards and expects all staff to contribute to maintaining healthy working environments in all its schools
- You will demonstrate the ability to work well as part of the wider team or independently when required
- You will assist your colleagues in providing support to all schools within The WMAT.

**Purpose of Role:**

- To attend each school as per the current schedule
- To provide a caretaking service for schools within the WMAT
- To provide outstanding service at all times
- To assist school staff in providing a clean and secure environment for staff, pupils and community users

### **Key Areas of Responsibility:**

The following is indicative of the work you will undertake throughout The WMAT. You are expected to maintain accurate records and report issues that cannot immediately be resolved or are outside your skillset.

This list is not exhaustive and training will be provided as required:

#### **Security:**

- Assist school staff in checking for hazards, damages and intruders
- Respond to emergencies and take action as appropriate

#### **Caretaker Tasks**

- Carry out inspections of the school buildings and environment
- Carry out regular checks as per the H&S schedule, ensuring accurate records are maintained, and issues requiring further action are reported to the Headteacher
- Where possible in the time available, remedy any minor or intermediate defects and log on the Every Reporting System
- Report any major defects to the Headteacher and the WMAT Supervising Caretaker entering them into the Every Reporting System to be actioned
- Make safe damaged or missing furnishings e.g. floor tiles, chairs, damaged carpets, missing door guards etc. and log on to the Every all completed and outstanding issues
- Where possible ensure that external social areas, paths and driveways are maintained in a safe manner
- Remove graffiti as required
- Ensure that premises are kept free from pests and vermin liaising with the WMAT Supervising Caretaker
- Where time allows, assist schools in clearing litter
- Advise the Office Administrator at the school regarding the ordering of replacement equipment as necessary

#### **Safety**

- Assist school staff in ensuring that hazardous fluids and materials e.g. broken glass, are disposed of and removed to safe designated areas in accordance with agreed safe working practices
- Ensure that appropriate equipment, materials and detergents are used for specific duties
- Ensure that all cleaning materials are stored and utilised in line with COSHH regulations

**Lighting and Heating:**

- Ensure that lighting is kept in good working order and advise the Office Administrator of replacement requirements
- When in attendance, assist in the control of heating and ventilation levels as required by the school
- Knowledge of essential systems, alarms, heating etc. training will be given if needed

**Porterage:**

- Where possible, when on site, act as porter for deliveries, furniture removals, or any other lifting tasks required by the school, within safe manual handling guidelines
- Arrange for the disposal of redundant furniture and equipment with the WMAT Supervising Caretaker, in accordance with agreed procedures
- Where time allows, assist school staff with moving/replacing furniture as required, or log requests for assistance via the Every Maintenance System

**General:**

- Be available to come to The Warriner School as required for the treatment of roads and pathways during periods of adverse weather
- Any other reasonable duties as directed by the WMAT Senior Premises Manager

**As an employee you have legal duties which include:**

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do
2. Co-operating with your employer on health and safety
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions
4. Not interfering with or misusing anything provided for your health, safety and welfare

<b>WMAT Caretaker Person Specification</b>	
<b>Personal requirements</b>	<b>D=Desirable E=Essential</b>
<p><b>Experience and qualifications:</b></p> <ul style="list-style-type: none"> <li>• Good ICT working in Word &amp; Excel</li> <li>• Experience of working in a busy environment</li> <li>• Experience of Health &amp; Safety standards</li> <li>• Experience of prioritising workloads</li> <li>• Experience of working with a wide range of staff, customers, contractors, visitors etc.</li> <li>• Full clean Driving Licence</li> <li>• First Aid qualification</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Health and Safety legislation and good practice (or willingness to train)</li> <li>• Knowledge of Safeguarding and Child Protection (or willingness to train)</li> <li>• An interest in Education</li> </ul>	<p>E</p> <p>E</p> <p>E</p>
<p><b>Personal skills and qualities:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication and inter-personal skills</li> <li>• Ability to employ discretion and sensitivity and have an understanding of the importance of confidentiality</li> <li>• Ability to work under pressure and to meet challenging deadlines</li> <li>• Ability to carry out basic maintenance tasks</li> <li>• Ability to work accurately, with attention to detail</li> <li>• Ability to work as part of a team</li> <li>• Ability to use own initiative</li> <li>• Creative approach to problem-solving</li> <li>• Ability to learn new practices and procedures</li> <li>• Consistent approach to maintaining high standards</li> <li>• Ability to provide practical/operational skills as appropriate to a task</li> <li>• Demonstrate a flexible and adaptable approach to work in terms of hours and location</li> <li>• Good timekeeping and attendance</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• A confident, friendly and helpful manner</li> <li>• An awareness of and commitment to meeting the needs of the WMAT</li> <li>• Ability to work as part of a team and act on own initiative</li> <li>• Ability to work under pressure and remain calm in different situations</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

<ul style="list-style-type: none"><li>• Must be prepared to cover the duties of absent site management staff</li><li>• A flexible approach to work schedules</li><li>• Ability to ask for help if skill set isn't known</li></ul>	E E E
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