



Job description

Job Title:	Caretaker
Reports to:	Operations Manager
Based at:	The Carr Fenton Foundation
Hours:	40 hours per week
Annual Leave:	35 days including bank holidays
Salary:	A23 to A25

Role

The role of the Caretaker at The Carr Fenton Foundation covers a wide range of tasks including opening and closing of the Foundation, undertaking cleaning duties, portage and day-to-day inspection and checks. The Caretaker will work with and support the estates team under the direction of the Operations Manager.

The Caretaker will conduct tasks throughout the site and work with academic staff, support staff and students. It is crucial that the caretaker is always flexible, professional, and diplomatic. The day-to-day tasking of the Caretaker will be the responsibility of the Operations Manager, although the Caretaker must be proactive and able to work unsupervised. The Carr Fenton Foundation Caretaker's general location of work is within the confines of the Foundation. The post of the Caretaker enhances the security of the Foundation and foster's relationships with the emergency services. The Caretaker will hold a Foundation mobile phone and will be a point of contact in emergency call out during their working hours.

Duties and Responsibilities

By nature of the responsibility, the following list is not exhaustive, but is a guideline as to the main requirements of the role. The Caretaker must be willing and flexible, prepared to conduct reasonable tasks not necessarily covered within this job description.

- **Safeguarding**

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the Foundation which support safeguarding and must act in accordance with the Foundation's safeguarding and child protection policy and code of conduct.

- **Maintenance & repair**

1. Perform routine inspections of the building and grounds to identify maintenance needs.
2. Carry out minor repairs, such as fixing broken windows, doors, or furniture.
3. Ensure lighting, plumbing, and heating systems are working properly.
4. Report major repair needs to the appropriate management.
5. Replace light bulbs, locks or small fixtures as needed.
6. Manage waste disposal and recycling programmes and ensure the bins around site (internal and external) are emptied daily.

- **Health & Safety**

1. Ensure that the Foundation environment complies with health and safety regulations.
2. Conduct regular safety checks, including fire alarm systems, emergency lighting and fire exits.
3. Remove hazards such as spills or debris that could cause accidents.
4. Implement and monitor security measures (e.g. locking doors, securing equipment).

- **Security**

1. Open and close the facility, ensuring the buildings are secure when not in use.
2. Monitor entrances and exits, ensuring that only authorised individuals access the premises.
3. Conduct regular security checks.

- **Groundskeeping**

1. Maintain outdoor areas, including playgrounds, sports field, and pathways.
2. Clear snow, ice, or debris from footpaths or walkways and entrances during winter months.
3. Manage any outdoor furniture or equipment, ensuring it is safe and in good condition.

- **Event & Activity Support**

1. Set up rooms for the Foundation events, such as exams or meetings.

2. Move furniture, equipment, and supplies as needed for activities.
3. Ensure that event spaces are prepared and restored to their original state after use.

- **Liaison with Contractors**

1. Provide access and support to external contractors visiting site.
2. Supervise contractors as required.

In summary the Caretaker is responsible for the daily upkeep and safety of the Foundation, ensuring that the environment is conducive to learning, safe for students and staff, and efficiently managed.

Person Profile and Skills

1. Previous experience in a similar role is desirable.
2. Crucially, the right individual will be the one willing to learn and make the job their own in a way that efficient and effective service is always delivered.
3. Satisfactory Enhanced DBS disclosure (to be completed as a precondition of engagement)
4. Full clean driving licence.
5. Two satisfactory references from previous employment (to be completed as precondition engagement).
6. Certificate of medical fitness (to be completed as precondition engagement)

Training

The Caretaker may, from time to time, be required to undergo training relevant to the key objectives and responsibilities of the Foundation.

Working Relationships

The Caretaker has day-to-day working relationship with all departments and is required to cooperate fully with all members of staff.

Hours of Work

The normal working hours for this position are based on a weekly rotating shift pattern, Monday to Friday, as follows:

- Morning Shift: 5:30am to 2:00pm
- Afternoon Shift: 10:00am to 6:30pm

To maintain operational cover during periods of annual leave, sickness absence, or other service requirements, the postholder may be required to work a split shift of:

- 5:30am to 9:30am
- 2:30pm to 6:30pm

The successful candidate must be flexible and able to work all shift patterns as required to support the needs of the organisation.

Weekend work and work outside of normal hours will be by arrangement and will attract overtime payment.

The organisation reserves the right to amend your hours of work with due notice in the light of our requirements.

Person Specification to the job role

The specific qualifications, experience, skills and values that are required for the role are outlined below.

Criteria	Essential = (E) Desirable = (D)
Qualifications	
Basic education, including literacy and numeracy skills (GCSE or equivalent) Relevant qualifications in health & safety, first aid. Full, clean driving license	D
Experience and Knowledge	
Proven experience in a Caretaker or facilities maintenance role.	D
Experience in performing basic repairs and general maintenance tasks.	E
Experience of working within the Education sector and working with people with disabilities. A knowledge of BSL would be desirable.	D
Basic knowledge of building systems such as plumbing, electrics and heating.	D
Knowledge of security procedures, including alarm systems, fire exits and emergency protocols.	E
Skills and Abilities	
Good practical skills in performing maintenance tasks, including minor repairs.	E

Excellent organisational skills for managing time effectively, prioritizing tasks and keeping records as required.	E
Good problem-solving skills to address issues promptly and effectively.	E
Excellent teamwork skills to collaborate with colleagues and work flexibly across various departments.	E
Personal Attributes	
Dependability and reliability in maintaining day to day operations of the facility.	E
Flexibility and adaptability, especially when responding to emergencies, or change in the workload.	E
Proactivity in identifying and addressing maintenance issues before they escalate.	E
Customer focused attitude with a string commitment to supporting the needs of the Foundation and its community.	E