



## Part A - Grade & Structure Information

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| <b>Job Family Code</b> | <b>40S</b>     | <b>Role Title</b>                | <b>Estates Caretaker Assistant (Level 2)</b> |
| <b>Grade</b>           | <b>P4</b>      | <b>Reports to</b> (role title)   | <b>Estates Site Manager</b>                  |
| <b>JE Band</b>         | <b>135-160</b> | <b>School</b>                    | <b>The Howard Partnership Trust</b>          |
|                        |                | <b>Date Role Profile created</b> | <b>May 2021</b>                              |

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis.

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| <b>Role Purpose</b><br>including key outputs          | Provide a caretaking & maintenance service to the school to minimise risks to the health & safety of those using the school site and to limit the possibility of damage to the school premises and loss of property through theft.   |
| <b>Key Deliverables</b>                               | <ul style="list-style-type: none"> <li>• Ensuring that the site is kept clean and tidy in order to enable the activities of the school to take place in an environment suitable for learning.</li> <li>• Providing safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations, implementing emergency services procedures when needed.</li> <li>• Contributing to maintaining the site in a good state of repair.</li> <li>• Replenishment of cleaning and maintenance supplies and reporting when stock needs to be reordered.</li> <li>• Carrying out regular checks of drains, gullies and low level gutters to ensure clear &amp; free flowing.</li> <li>• Assisting with the operation of heating plant to maintain required temperatures; ensuring adequate heating and lighting to all parts of the school.</li> <li>• Recording monthly utility meters readings in requested format.</li> <li>• Supporting with a portering and furniture moving service to ensure supplies are in place and school activities can proceed.</li> <li>• If requested, securing all buildings and set alarm systems when the school is not in use to protect the buildings and its contents.</li> </ul> |
| <b>THPT Work Context and Generic Responsibilities</b> | <ul style="list-style-type: none"> <li>• Maintain confidentiality in and outside of the workplace.</li> <li>• Be pro-active in matters relating to health and safety and report accidents as required.</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and attendance.</li> <li>• Uphold and support the Trust's policies and procedures on the Safeguarding of young people.</li> </ul>  |
| <b>Line management responsibility</b><br>if applicable  | n/a   |
| <b>Budget responsibility</b><br>if applicable   | n/a   |
| <b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family | <p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Carry out a range of operational service duties using appropriate tools and equipment.</li> <li>• Collect, transport and deliver people/goods/materials as instructed.</li> </ul> <p><b>Planning and Organising</b></p> <ul style="list-style-type: none"> <li>• Plan and organise own and team's work to meet given priorities.</li> <li>• Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard.</li> </ul> <p><b>Resource</b></p> <ul style="list-style-type: none"> <li>• Operate and check equipment is safe to use and properly adjusted, carry out appropriate maintenance and use equipment in the correct and safe manner.</li> </ul> <p><b>Analysis, Reporting and Documentation</b></p> <ul style="list-style-type: none"> <li>• Maintain and submit records following relevant organisational procedures.</li> </ul> <p><b>Work with Others</b></p> <ul style="list-style-type: none"> <li>• Answer straightforward queries politely providing some explanatory information and refer others.</li> <li>• Report any problems or incidents, e.g. breakdowns, deficiencies to supervisor.</li> <li>• Supervise and delegate the work of the team, escalating HR performance issues appropriately.</li> </ul> <p><b>Duties for All</b></p> <ul style="list-style-type: none"> <li>• Values: To uphold the values and behaviours of the organisation.</li> <li>• Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</li> <li>• Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</li> <li>• To have regard to and comply with safeguarding policy and procedure as appropriate.</li> </ul> |
| <b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>              | <ul style="list-style-type: none"> <li>• Able to demonstrate basic numeracy and literacy, e.g. through GCSE qualification in English and Maths.</li> <li>• Able to work towards Vocational Qualifications Level 2 or equivalent in relevant field.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Working knowledge of relevant systems, equipment, processes and procedures.</li> <li>• Competent in a range of IT tools.</li> <li>• Ability to apply relevant health and safety, equality and diversity, and other organisational/service policies and procedures.</li> <li>• Ability to work with others to provide excellent customer service.</li> <li>• Ability to communicate clearly.</li> <li>• Ability to guide and support less experienced or more junior colleagues. Accuracy and ability to prioritise and organise own workload.</li> <li>• Some roles require the ability to oversee the delivery of operational services.</li> <li>• May be required to undertake manual handling and physically demanding work.</li> </ul> |
| <p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p> | <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>  |
| <p><b>Role Summary</b></p>   | <p>Roles in this level carry out a range of operational duties to given standards under some/minimal supervision using powered tools and equipment as part of the provision of an operational service and may oversee an operational activity. They will be expected to be able to plan and organise their own workload, on a day-to-day basis within clear procedures. They will need to understand the objectives of the department sufficiently to allow them to time and sequence tasks so that they can support the work of others effectively. Entry to this level may be through some relevant work experience and general education.</p>  |