

Post Title	Caretaker		
Grade / Spinal point	C	Salary FTE	£17,081-£18,870 Pro rata
Accountable To	Site Manager		
Accountable For	Specific equipment, school facilities and health and safety		
Commencement Date	ASAP		
Permanent / Temporary / FTE	30 hours a week, 52 weeks a year. Hours to be worked on a rota basis, to include evenings and weekends		

School Purpose	Job Purpose
Creating Individuals, Making Futures	Support the process of creative transformation as a part of the school team through supporting the school facilities and maintaining the building's security and fabric.

Key Accountabilities (Overview)		
A.	School Thematic Accountabilities	Pedagogy, Research, Innovation, Creativity, Community, The Arts
B.	Specialist Role Functions	Caretaker
C.	Corporate Accountabilities	Transformation (City & Education), Image & Promotion, Partnerships, Safeguarding
D.	Line/Project Management Accountabilities	Potential for line management of cleaning staff

Job Description		
A.	School Thematic Accountabilities	
A.1	Pedagogy	Proactive engagement in the on-going shaping of the pedagogy of the school as an all through school, to achieve the school's purpose. Undertake CPD. Work as a coach and be coachable.
A.2	Research	A minimum of termly engagement in research activities to inform the development of personal and school practice and culture.
A.3	Innovation	Innovate to support the highest standards of learning.
A.4	Creativity	Exploit varied evidence-based approaches to securing agreed creative outcomes tailored to each individual.
A.5	Community	Develop the learning ecosystem through purposeful context and a sense of team to secure transformation using the community as a resource.

A.6	The Arts	Delivery through making – making ideas, making technology, making art – for discovering how knowledge, values, language, identity or experience are made. Performance in both senses: performance as doing; performance as achievement.
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Job Description		
B.	Specialist Role Functions	
B.1	Equipment and Resources	Equipment and Resources <ul style="list-style-type: none"> ● Willing to be trained in the use of specialist equipment ● Ensure effective and safe running of resources and equipment ● Set up, install and maintain equipment/resources ● Keep accurate records of work
B.2	Support	Support <ul style="list-style-type: none"> ● Work alongside the Site Manager (SFM), ensuring the security of the school (during the day and at night and weekends where necessary) ● Work independently and as part of a team ● Work alongside SFM to ensure the school is maintained to a high standard and in good repair ● To undertake cleaning duties when required ● Support with Lettings and Events as required, including setting up any equipment needed
B.3	Leading own Learning	Leading own Learning <ul style="list-style-type: none"> ● Take responsibility for the development of a wide range of skills and understanding in specialist areas ● Take responsibility to use personal expertise to inform school development ● Be willing to attempt new or ‘cutting edge’ practice either independently and/or working with others
B.4	Wider School Life	Wider School Life <ul style="list-style-type: none"> ● Take responsibility to ensure high expectations in all areas of school life including learning and behaviour ● Support the community’s access to school equipment and resources ● Undertake any other reasonable responsibilities as requested by the leadership of the school

Job Description		
Corporate Accountabilities		
C.1	Transformation	Maximise transformation through working with the college, local, regional, national and international partners as highlighted in the school thematics.
C.2	Brand	Maintain the interests and professional reputation of the school, its sponsor and partners ensuring that they are positively reflected in the wider community.
C.3	Partnerships	Maintain a range of mutual, purposeful partnerships that will support the school's core purpose
C.4	Safeguarding	Promoting and ensuring safe working practices in line with school policies for Safeguarding, Health and Safety, and relevant policies.

Job Description		
Line/Project Management Accountabilities		
D.		
D.1	No. People - Team/KS	No line management responsibility
D.2	Functions	Specified projects that are time limited as agreed with school leadership e.g. Research
D.3	Budget	No budget responsibility

Person Specification

Competency	Descriptor	How Identified AF: Application Form QC: Qualifications Check SP: Selection Process Presentation SI: Selection Process Interview SA: Selection Process Activity RF: Reference
Qualifications		
Q1.	Vocational or Technical qualification	AF, QC
Q2.	Current Enhanced DBS	QC
Q3.	Additional relevant professional qualification	AF, QC
Knowledge and Experience		
KE1. Creativity	A demonstrated ability to show creative thinking in solving problems	AF, SI, SP, SA, RF
KE2. Pedagogy	A keen interest in, and specific skills around building maintenance Working with others to improve their knowledge, skills, understanding and practice.	AF, SI, SP, SA, RF
KE3. Standards	Work as a role model and co-creator to improve the effectiveness of others they work with	AF, SI, SP, SA, RF
KE4. Community	Engages positively with all types of people helping them feel welcome and empowered.	AF, SI, SP, SA, RF

KE5. Innovation	Been involved in, or interested in, innovation that has resulted in new and effective approaches	AF, SI, SP, SA, RF
KE6. Research	Interest in (and experience of) research Can demonstrate experience of utilising research to improve outcomes	AF, SI, SP, SA, RF
Personal Qualities		
P1. School Thematics	Willingness to engage in activities relating to Pedagogy, Research, Innovation, Creativity, Community	SP, SI, SA, RF, AF
P2. Draft School Competencies Profile	Uses self awareness to take responsibility in the following areas: 1. Being a role model, acting as a change agent, providing a lead 2. Inspiring, enabling and empowering others to give of their best 3. Solving problems, finding solutions and taking decisions 4. Willingness to move out of familiar practice in the search for excellence 5. Focusing on relationships and enterprise, resources and results 6. Communication with others, influencing and shaping the future	SP, SI, SA, RF, AF
P3. Working as a team	Works as a team player that focuses on the needs of the school, able to handle disagreement professionally	