**The Federation of Tiverton Schools**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** | **Teacher of** | | |
| **Location** | Federation Member Schools | | |
| **Responsible to** | Subject Leader of | | |
| **Position Number(s)** |  | | |
| **Grade** | M1 - UPS | | |
| **Directorate/Section/School** | Department | | |
| **Responsible for** | The provision of a full learning experience and support for students | | |
| **Liaising with** | Headteacher, SLT, teaching and learning support staff, LA representatives, external agencies, governors and parents | | |
| **Working time** | 1265 hours directed time, 195 days per year, full time or **pro-rata** | | |
| **Disclosure level** | Enhanced | | |
| **Effective date of JD** | 2022 | **JE Job Number** |  |

From 1st January 2018, Heathcoat Primary School, Rackenford C of E (VA) Primary School and Tiverton High School (THS) joined together in a new Federation. This is called “The Federation of Tiverton Schools”.

The formation of a Federation has enabled the three schools to build on collaborative and supportive work that has already taken place. The Federation will be tailored to the needs of our schools and communities to provide the best experience for all children and young people in all schools.

Purpose

* To deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated department as appropriate.
* To monitor and support the overall progress and development of students as a teacher/tutor.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* To contribute to raising standards of student attainment
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

Teaching

* To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere. To mark, grade and give written/ verbal and diagnostic feedback as required.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/ learning experience students.
* To prepare and update subject materials.
* To use a vare

We have created one overall site team, managed by the THS Premises Manager, to enable a more coherent support service to be provided across the schools.

The rationale for this is:-

* To meet the needs of all the schools by targeting resources appropriately
* To maintain all the sites and buildings to as high a standard as possible
* Familiarisation of all sites will be achieved across the entire site team.
* The Federation site team to be line managed by the THS Premises Manager

**Job Purpose including main duties and responsibilities:**

The main purpose of the job is to be responsible for the caretaking and general maintenance needs of the schools in the Federation. Attend the opening and closing of the premises at designated times, to include normal school days and letting of school premises.

**Main duties and responsibilities**:

* Maintain security of school sites, i.e., opening and closing of the premises for both normal school days and the letting of school premises,
* Respond when a school alarm is set off and arrange for the system to be re-set.
* Be available to respond to emergency calls to the designated telephone number during evenings, weekends, and holidays as part of an agreed rota of duty staff.
* Prevent unauthorised access on school premises and ensure that unauthorised parking of vehicles does not occur.
* Fixing or reporting any problems, attend to contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
* Undertake general repairs, maintenance and improvements to the buildings and grounds, inside and out as directed by the line manager.
* Reporting any repair or maintenance work required which is beyond the role of the caretaking staff.
* Ensure that caretaking and cleaning equipment is in safe working order.
* Oversee the efficient working of heating plant and lighting.
* Maintain the boiler houses and plant rooms in a clean and tidy order and ensure clear access to all service isolators (gas, electricity, water)
* Ensure any flammable materials are kept out of boiler rooms and away from any heat sources.
* To clean and be responsible for the maintenance, tidiness and safety of paths, drives and other hard surfaces within school grounds.
* Daily routine to include checking perimeter fencing, trees, and fixed play equipment.
* Ensure outside areas are kept free from litter and leaves.
* Maintain and empty outside bins,
* To keep paths, access points and entrances free of snow and ice to ensure safe passage. In the event of severe weather, liaise with the school staff about the safe opening of the site.
* To carry out necessary procedures in the event of snow, ice, minor flooding, or similar emergency. Carry out any necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of first aid equipment and facilities.
* Liaise with cleaning supervisor to ensure that cleaning operatives are directed appropriately, that the school areas are efficiently cleaned and that urgent calls for cleaning are dealt with.
* Any other reasonable tasks or duties as directed.

**This is the GLPC part of the Job Description and the manager needs to complete this giving careful consideration to the duties of the job**

1. **Supervision and Management:**

The job holder will delegate duties and tasks to cleaning operatives, mostly but not exclusively in consultation with the cleaning supervisor or deputy cleaning supervisor.

There may be a need to deputise for line manager or other supervisory staff in the case of absence.

1. **Creativity and Innovation:**

* Inform line manager when stocks of consumables need replenishment and when equipment requires repair or replacement.
* Liaise with line manager regarding any proposed works or maintenance and repair tasks.
* Meet daily with the line manager to decide on tasks and duties for the day.
* Meet with the entire site team weekly to discuss medium- and long-term duties, tasks, projects, and lettings.
* Rectify any failings on site and, in extreme circumstances, recommend closure of parts of the site to line manager where appropriate.
* Comply with Health and Safety, fire regulations and other county policies, including COSHH and HASAWA.
* Complete regular health and safety compliance testing as set out by the partnership and premises assistant, and, in consultation with the line manager, to address any issues arising.
* In consultation with the line manager, identify specific areas where specialist advice should be sought, such as more complex construction tasks, electrical and gas maintenance.

1. **Links with other officers, Service users or Members of the Public:**

* Regular meetings and updates with line manager, cleaning supervisor and premises team.
* Liaise with partnership and premises staff in reporting any matters affecting the health and safety of people on school sites.
* Co-ordinate and oversee onsite contractors and volunteers as needed to ensure their smooth operation as directed by line manager. For example, working on site specific projects such as school building maintenance works and site clearance.
* Identify any issues that may arise during works undertaken by outside contractors and discuss resolutions with the line manager.
* Deal with parents and members of the public when carrying out lettings at the site.
* Facilitate the daily, smooth operation of the cleaning team, mostly but not exclusively in consultation with the cleaning supervisor or deputy cleaning supervisor, reporting any issues arising to the line manager.

1. **Levels of Responsibility:**

* Responsible to the line manager
* Deputise for the line manager as needed to ensure cleaning and caretaking roles remain coordinated throughout the entire school day.
* Maintenance of machinery used by the premises team.
* Liaise with line manager and other members of staff when making decisions regarding maintenance of the premises.
* To comply with health and safety, fire regulations and other county policies such as COSHH, HASAW and fire safety regulations.
* Implement school policies and procedures for Health and Safety and site management with direction from the line manager, senior school staff and school governors.

1. **Effects of Decisions:**

* To ensure that the premises and grounds are kept clean and in good repair within a given budget. Failure to do so could result in unnecessary expenditure on repairs and health and safety issues for staff and pupils.
* To ensure the security of the premises and grounds. Failure to do so could result in unnecessary expense and damage to the premises.

1. **Resources:**

* Cleaning materials – assist with ensuring appropriate stock levels are always maintained and stored in accordance with procedures and guidelines.
* Keep equipment in good working order and inform the line manager when replacement or repairs, as necessary.
* Maintain a list of keys and assume responsibility for maintaining the security of school sites, i.e., opening and closing of the premises including those for lettings.
* 24 hour call out responsibility on a rota basis within the premises team
* Oversee the effective working of heating/electricity/water.
* Ensuring outside areas are kept free from litter, sweep leaves, maintenance of outside bins.
* Responsible for care and use of all manual and electrical items of cleaning equipment on site, including vacuum cleaners, floor polishers.
* Responsible for care and use of all manual and electrical items of maintenance equipment used on site.

1. **Work Demands:**

* Opening and closing tasks across schools in the Federation have to be carried out at a certain time, which may vary from day to day.
* Need to be able to prioritise maintenance tasks to ensure the health and safety of the premises. For example, during periods of snowy/extreme weather priority would be given to ensuring paths are cleared and the building is warm enough for the staff and pupils.
* Need to be available to be called out in unsocial hours (to include evenings and weekends) on a rota basis to deal with security/maintenance problems.
* Rota of compliance checks made daily, weekly, monthly, termly and annually.
* Must be able to work to required deadlines to ensure that everything is cleaned and maintained to the required standard within the given time.
* Interruptions and changes in priority of work duties happen regularly, e.g. weather conditions and water leaks, significant unplanned events.
* Changes in priority would occur during periods of staff absence and need to be flexible to accommodate short notice changes.
* Need to allocate sufficient time to carry out induction and training of new members of staff as needed.

1. **Physical Demands:**

* Requirement to lift and carry on occasions during the day.
* Need to be able to carry out maintenance tasks in the school grounds, such as sweeping paths, litter picking, weeding, gardening and laying of salt and grit.
* Occasional necessity to work in awkward places when repairing equipment.
* Bending and stretching would be required regularly to undertake decorating and woodwork maintenance.
* Substantial effort would be required when moving furniture and equipment and dealing with deliveries to the site.

1. **Working Conditions:**

* The duties involve working within school premises and outside in the grounds. Work outside is on a regular basis.

1. **Work Context:**

Lifting and carrying – portering duties i.e. deliveries

* There is little risk to health if correct risk assessments and procedures are carried out.
* Need to have knowledge of COSHH regulations and the use of various chemicals.
* Need to have an understanding of the HASAWA and the fire regulations

1. **Knowledge and Skills:**

* Need a range of practical skills and knowledge in order to undertake general repairs and maintenance.
* Need knowledge and skills of how to solve maintenance issues.
* Ability to work on own initiative and be well organised, approachable and flexible in working arrangements.
* Some knowledge of IT.
* Ability to supervise and motivate others positively within a team.
* NVQ3 or equivalent knowledge and experience.

**Person specification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Management | Able to manage own time effectively. Able to supervise and motivate others positively within a team |  | Application form  Interview |
| Experience | Demonstrate a range of practical skills and maintenance duties | Experience of caretaking of schools/offices | Application form  Interview |
| Practical Skills | Experience and background of practical activities  Knowledge and skills of how to solve maintenance issues | Use of cleaning machinery  Manual handling experience | Application form  Interview |
| Communication | Able to communicate with staff and colleagues |  | Interview |
| Personal Qualities | Able to work on own initiative  Ability to be well organised, approachable and flexible in working arrangements  Able to accept and act on instructions |  | Interview  References |
| Strategic Thinking | Ability to prioritise and plan |  | Interview  References |
| Technology / IT Skills | Some knowledge of IT |  | Interview |
| Education and Training | NVQ3 or equivalent knowledge and experience  Willingness to undertake training | Literate  Numerate | Application form  Interview |
| Equal Opportunities | The Federation of Tiverton Schools and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties |  | Demonstrate knowledge at Interview |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary |  | OH1 |
| Other relevant factors | Commit and conform to Federation of Tiverton Schools Customer Service Standards |  |  |

**Please note; for assistance in completing the Person Spec please see the Recruitment Standards** [**http://staff.devon.gov.uk/recruitmentstandards2006**](http://staff.devon.gov.uk/recruitmentstandards2006)

**Health & Safety:**

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

|  |  |  |
| --- | --- | --- |
| **Potential Hazards** | **Applicable to this job? ()** | **Action to be taken** |
| Display Screen Equipment | √ | Risk assessment |
| Electricity – fixed / portable | √ | Health and Safety Policy |
| Manual handling | √ | Risk assessment/training |
| Verbal / physical abuse |  |  |
| Work equipment | √ | Risk assessment |
| Fire | √ | Policy/procedures/training |
| Environmental | √ | Health and Safety Policy |
| Isolation / lone-working | √ | Lone Working Policy |
| Slips, trips & falls | √ | Health and Safety Policy/risk assessment |
| Chemical | √ | Health and Safety Policy/risk assessment |
| Working with Vulnerable persons | √ | Child Protection training |
| Premises related | √ | Health and Safety Policy/risk assessment |
| Transport risks |  |  |
| Working at heights | √ | Health and Safety Policy/risk assessment/training |
| Other |  |  |

**Structure chart – to be sent in by the manager as additional information with the job description and person specification**

**Structure chart**

THS/Heathcoat/Rackenford

The Federation of Tiverton Schools

****

**THS Premises Manager**

**HPS Cleaners**

**Caretakers**

**7017 hpa**

**3.64 fte D**

**Job GLPC profile – to be completed by the J.E team**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SMP** | **C&I** | **C&R** | **D.D** | **D.C** | **Res** | **WDM** | **PDM** | **WCN** | **WCT** | **K&S** | **Score** |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Signatures:**

**Job Description agreed by:**

**Line/Originating Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_**

**Head of Service/Head teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_**