



## The Site Team - Lead Caretaker

### The Role

We welcome your application for this position and if successful, you will be joining our Site Team. We require a well qualified and enthusiastic person to become part of the Site Team, where you will be supported by a hardworking and dedicated team.

### Site Team statement of Intent

- To manage, maintain and improve the academy site to ensure its smooth operation .
- To ensure a safe and secure site at all times and compliance with health and safety regulations.
- Proactively manage the facilities to ensure efficient and effective operation.

The site team aims to ensure the academy site is always safe and secure with the highest standards of operation at all times. It aims to ensure that the site and facilities are kept open and fit for purpose and that value for money is achieved. Staff work closely with contractors as and when required. The Lead caretaker will liaise with the Operations Manager and direct the work of the caretakers and ground maintenance staff.

### Accommodation and Resourcing

The Site team are well resourced with their own compound and storage areas. The team has a wealth of resources at its disposal to ensure the majority of jobs can be tackled in house. We have multiple site vehicles including a tractor, RTV and mowing units allowing us to manage our site effectively.

### Staffing

The new structure will be as follows:

1.1.	Deputy Headteacher	Neal Critchley
1.2.	Operations Manager	Sarah Lowe
1.3.	Maintenance Lead	Rob Lynch
1.4.	Lead Caretaker Grade 5	(New post)
1.5.	Caretaker	Ian Waite & Chris Kelly (p/t)
1.6.	Ground Maintenance p/t	Dave Jones

### Future priorities for the Team

1. Improve systems to ensure efficiency across all areas of operation.
2. Embed a new system to manage health and safety requirements.

CPD: The Academy is committed to training and developing its staff. The Site team staff are involved in whole school training, along with site specific training as required and also maintain a Level 1 Child Protection and Safer Handling qualifications.

Shire Oak Academy subscribes to the Equal Opportunities policies of The Mercian Trust as employers. We are also fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.