

JOB DESCRIPTION

Caretaker

JOB TITLE: School Caretaker

REPORTS TO: Andrew Roberts

CURRENT GRADE: salary points 5-7

1. MAIN PURPOSE OF JOB

To ensure that the school's buildings and school grounds are in proper working order, maintaining a safe working environment for all users of the facility.

This role may be required to work across a regional hub within set working hours.

2. KEY TASKS

- ☐ To be responsible for the security of the buildings and grounds e.g. locking and unlocking, monitoring of surveillance equipment and intruder alarms, security checks and security risks. Includes accepting deliveries and checking off receipt of goods. May be responsible for supervising contractors who are on site. Unlocking and securing of buildings which may include room hire for non-school activities outside normal school hours.
- ☐ Operate and respond to alarm systems where appropriate.
- ☐ Carry out minor repairs and maintenance duties e.g. securing broken windows, unblocking sinks and drains and report any faults requiring specialist help e.g. electrical contractor, to the Estates Manager.
- ☐ To organise and carry out minor decoration programme as agreed with the Headteacher.
- ☐ Carry out checks ensuring lighting, heating, hot water, toilets and drainage are working adequately at the appropriate times.
- ☐ Ensure the premises are clean and that rubbish is collected and taken away and any graffiti is removed. Includes cleaning up when children are ill or have accidents.
- ☐ Maintain the grounds and remove litter, including salting and gritting and clearance of snow in adverse weather conditions and sweeping and clearing leaves.
- ☐ Support the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions, regularly updating the online compliance software.
- ☐ Oversee the operation and maintenance of heating plant.
- ☐ To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- ☐ Undertake regular site inspections and identify defects and record repair and maintenance requirement.
- ☐ Maintain the required level of supplies and identify and report when further supplies need to be ordered, so goods are received in a timely manner.
- ☐ Ensure the safe storage of equipment and supplies and the keeping of appropriate records.
- ☐ Collect and assemble waste for removal.
- ☐ Liaise with contractors and undertake client role in connection with premises-related contracts, when on site. Ensure administration team are aware of planned visits.
- ☐ Ensure all fire safety and health and safety regulations are adhered to e.g. testing of fire equipment and following the rules for evacuating the buildings and grounds.

<input type="checkbox"/>	Arranging furniture and preparing rooms for meetings and activities and clearing away afterwards, including changing classroom furniture and setting up halls.
<input type="checkbox"/>	Create and maintain a purposeful, orderly and productive working environment
<input type="checkbox"/>	Assist in the planning and maintenance of plant and equipment.
<input type="checkbox"/>	General tidying in corridors/inform relevant staff of issues.
<input type="checkbox"/>	To undertake regular specialised testing as specified by the Estates Manager and following appropriate training, e.g. legionella, asbestos monitoring, fire safety etc. and maintain appropriate records.
<input type="checkbox"/>	To keep a list of planned preventative maintenance works required and liaise with the Estates Manager to ensure these works are effectively carried out – either by the postholder or appropriate other.
<input type="checkbox"/>	Comply with all Academy and Trust policies and procedures.
<input type="checkbox"/>	To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Trust's appraisal process.
<input type="checkbox"/>	Any other reasonable duties commensurate with the level of the post.
3.	SUPERVISION / MANAGEMENT OF PEOPLE No direct supervision but will have responsibility for oversight of contractors in respect of access, security and general conduct whilst they are on site.

PERSON SPECIFICATION

Caretaker

4. KNOWLEDGE AND QUALIFICATIONS

Essential, i.e. the postholder must have:

- General knowledge of buildings and grounds maintenance, applicable to the school sector
- Understanding of, and commitment to, the safeguarding of children
- The safe use of ladders and platforms
- Knowledge of manual handling techniques
- Understanding of fire safety measures
- Knowledge of security issues (including re-programming alarms)
- Knowledge of cleaning and maintenance of floor coverings and use of specialist equipment
- A good basic level of numeracy and literacy and IT competency as required for the role
- Working knowledge of relevant policies/codes of practice/legislation

Additionally, the postholder must have a good awareness and knowledge of:

- Health & Safety legislation and its practical implications, procedures and precautions
- Safe disposal of sharps
- COSHH issues
- Electrical safety
- Trust procurement / contractor lists
- Waste disposal procedures
- Moving and Handling procedures
- School protocols, policies and procedures

Desirable, i.e. the postholder would ideally have:

- Specialist “trade” skills, such as carpentry, joinery, plumbing etc

5.	<p>EXPERIENCE</p> <p>Essential, i.e. the postholder must have:</p> <ul style="list-style-type: none"> • Experience of acting in the capacity of caretaker / general maintenance • Experience of using general practical skills related to the role and / or commercial maintenance experience • Experience of working to policies, procedures and regulations • Experience of working with a team to achieve a good result • Competency in basic IT skills • Self motivation <p>Desirable, i.e. the postholder would ideally have:</p> <ul style="list-style-type: none"> • Experience of undertaking commercial cleaning • Experience of undertaking cleaning and/or caretaking in a primary school setting • Experience of successfully managing small teams • Experience of undertaking risk assessments. • Experience of undertaking asbestos, legionella and other checks • Producing a plan for preventative maintenance works.
6.	<p>SKILLS AND PERSONAL QUALITIES</p> <p>Essential, i.e. the postholder must have:</p> <ul style="list-style-type: none"> • Excellent general DIY skills • Must have a commitment to the safeguarding of children, equalities and health and safety • Must have a flexible approach to working hours, especially to working evenings and weekends and covering holidays and sickness during week days when required, with appropriate notice. • Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking premises staff • Able to operate machinery and equipment as is necessary for caretaking • Ability to work to deadlines • Ability to work on own initiative • Ability to lift and carry items as required, safely • Ability to communicate well with children, school staff and visitors • Ability to respond calmly to emergencies <p>Desirable, i.e. the postholder would ideally have:</p> <ul style="list-style-type: none"> • Practical skills from the following areas: <ul style="list-style-type: none"> ○ Buildings and grounds maintenance ○ Safe use of ladders and platforms ○ Manual handling techniques ○ DIY skills ○ Fire safety measures ○ Security issues ○ Safe use of power tools ○ Cleaning and maintenance of floor coverings and use of specialist equipment such as buffer/polishing machines ○ Electrical safety ○ School protocols, policies and procedures