

**Caretaker****Version 1.0 Job Description & Person Specification****Trust Function: Estates**

Pay Scale: D5 - D6

Responsible to: Senior Leadership Team (SLT) &amp; Director of Estates

Responsible for: Maintenance &amp; security of the school, estate Lettings, buildings &amp; grounds and the front line management of the estates caretaking team. Support cleaning colleagues ensuring service levels are achieved whilst providing support and guidance as necessary.

**Overview**

Ensuring Trust's estates, comprising its grounds, buildings and facilities, are safely maintained, improved and fully utilised is key to achieving the Trust's strategic aim to "grow and develop the organisation". The primary goal of a caretaker will be supporting the senior caretaker, estates central management team and the school leadership team with health & safety and the completion of day-to-day operational requirements. Assisting with school specific projects and site development whilst liaising with contractors and all members of the school estates team.

The Trust has adopted a fully managed estates provision with management of cleaning, caretaking, health and safety, lettings and capital expenditure managed centrally but responsive to the needs of the school leadership team as they work to serve their pupils, staff and communities.

**Roles and Responsibilities****1. Strategy, organisational development and design**

- 1.1. Contribute to the planning and development of the school estate, in conjunction with the estates central management team and SLT, and be proactive in identifying the most appropriate and effective solutions to the developing facility needs of the school.
- 1.2. Support the senior caretaker in the management of all estate related projects from initial concept, through design and specification, to implementation and handover to the school.
- 1.3. Ensure continuity of service delivery for all estates related activities.
- 1.4. Monitor the condition of all school buildings and grounds to ensure that appropriate standards are maintained.

**2. Personnel**

- 2.1. Support the senior caretaker and SLT to recruit personnel with the necessary characteristics, skills and experience to deliver the estates department objectives.
- 2.2. With support from senior caretaker, SLT and estates central management team, identify own training requirements and undertake that training as necessary.
- 2.3. Support the senior caretaker with the management of the cleaning team to ensure task completion and that estates department objectives are achieved.
- 2.4. Work effectively with SLT and colleagues in the Trust central departments to ensure the estates team follow set processes, provide effective communication and support as required from a building & events perspective.

- 2.5. With guidance from the senior caretaker, SLT and estates central management team, support any lettings and events as required by ensuring effective communication and facilities are maintained, safe and ready for use.
- 2.6. Oversee general administration tasks, providing relevant Health & Safety documentation and ensuring GDPR and audit record keeping processes are adhered to at all times.
- 2.7. Attend weekly team meetings as arranged with the senior caretaker to ensure effective communication around site events, repairs, team updates, tasks and training.

### **3. Grounds, Buildings and Facilities**

- 3.1. Support with the development, maintenance, improvement, and use of school grounds and buildings. Providing general grounds maintenance support to contractors including mowing of lawns and pruning.
- 3.2. Shared responsibility with the senior caretaker for the safe use (with relevant training), maintenance and storage of grounds and repair equipment including power/hand tools whilst ensuring the correct use of PPE (Personal protective equipment) in accordance with the Trust health & safety policy.
- 3.3. Carryout grounds, facilities and building related tasks to ensure value for money and that service levels expectations are achieved by liaising with and directing external contractors and the estates central management team as required.
- 3.4. Support the senior caretaker, SLT and estates central management team to measure and improve the environmental sustainability of school buildings (including thermal and electrical efficiency), ensure these improvements are part of the Trust's plans for its buildings, and find financially sustainable ways to reduce the Trust's carbon footprint.

### **4. Compliance, Health & Safety**

- 4.1. Ensure effective risk management, for example in health and safety in accordance with the Health & Safety at Work Act 1974, and in the management of all staff, visitors, contractors and students including site evacuation procedures and where relevant provide relevant health & safety documentation prior to commencing work such as checking the site asbestos register and issuing BHET roof working guidance.
- 4.2. Ensure all tasks carried out comply with the Health & Safety at Work Act 1974, refusing any requests that you feel would compromise health & safety regardless of who has requested the work. Report such requests to SLT, health & safety team & estates central management team.
- 4.3. Maintain planned preventative maintenance (PPM) records and ensure timely equipment checks are completed according to health and safety and compliance requirements. This includes identifying and escalating necessary work to comply with emerging health and safety standards and legislation.
- 4.4. Ensure the school and Trust meets its legal requirements for example but not exclusively legionella, asbestos, firefighting procedures and equipment, emergency lighting, LOLER and PUWER.
- 4.5. Support the estates central management team to maintain the PPM log and ensure that the use of contractors is approved, quotes obtained, work logged, time scales agreed and that a purchase order is in place prior to work commencing.
- 4.6. Support the senior caretaker, SLT, school office staff and estates central management team to maintain & effectively communicate the contractor central record (CCR), ensuring contractor compliance by checking they have completed and returned their DBS disclaimer and provided relevant health and safety documentation such as insurance certificates,

- specification of works, risk assessments and method statements (RAMS) prior to work commencing.
- 4.7. Ensure that the site is secure and that all points of entry and exit are monitored throughout school hours, and out-of-hours whilst making sure that the locking systems of the building are not compromised.
- 4.8. Ensure the school is prepared for use during inclement weather and be available to attend, make safe and arrange remedial action for any emergencies, including attending emergency call outs such as intruder alarm or fire alarm activations and arranging contractors as required.
- 4.9. Ensure any emergencies such as fire, flood, security risks or major equipment failures are immediately reported to SLT and Director of Estates.
- 4.10. Responsible for ensuring that a register of all hazardous chemicals in use on the site is developed and maintained with data sheets and risk assessments available in a central (COSHH) folder and that staff are trained in the safe use and storage of chemicals.
- 4.11. Drive school vehicles/mini buses as required to include school trips and essential garage trips for servicing, MOT's and repairs. Ensure maintenance checks are carried out, permits are in place and that vehicles are clean and topped up with fuel.

## **5. Contracts, Utilities & Financial Management**

- 5.1. Monitor and review all estates related contracts for appropriate service levels, coverage, compliance, and value for money, supporting estates central management team to achieve this.
- 5.2. Report all repairs and issues to estates central team to enable them to be logged and issued with a ticket number. Obtain quotes prior to work commencing, the number of which will be in line with the Trust Policy and maintain a record of unsuccessful quotes to support the Trust procurement procedures and audit record keeping.
- 5.3. Ensure arrangements are in place to provide an appropriate and timely response from the estates team and contractors regarding reported repairs including emergency callouts.
- 5.4. Ensure contractor work has been carried out as specified and completed to a high standard, identifying any areas of concern, and manage the contractor until work has been completed as expected and is of a satisfactory standard.
- 5.5. Ensure work completed is goods receipted enabling payment to be made in line with contractor payment terms.

## **6. Miscellaneous**

- 6.1. This job description is not an exhaustive list of responsibilities and does not cover all individual tasks associated with the role, or tasks that could be reasonably expected by the Trust to be undertaken in relation to the post holder's responsibilities.
- 6.2. It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.
- 6.3. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis.
- 6.4. Standard hours: 37 hrs per week, 52 weeks per year - Monday to Thursday 9am to 5pm & Friday 9.30am to 5pm. Flexibility is essential to cover estates team absences including school events and emergencies.

## **Person specification and assessment approach**

Requirements	Essential	Desirable	Assessed
GCSEs Grade C/4 above in English and Maths	X		Application
Full UK Driving License	X		Application
IOSH Managing Safely or equivalent	X		Application
Credited competence in Health, Safety & Compliance including COSHH, legionella, asbestos awareness, manual handling, working at height, Ladder training, abrasive wheels, grounds, PASMA, PWTAG, Fire Marshall, First aid, PAT, & Safer Recruitment training (if applicable)	X		Application
Experience of working within a school and carrying out Risk Assessments and working with contractor method statements (RAMS) & Health & Safety Reports & documents	X		Interview
Line Management & Leadership	X		Interview
Strong administration skills and the ability to ensure accurate record keeping and data entry.	X		Interview
Knowledge of statutory requirements and legislation relating to the Health & Safety at work act as it applies to school premises including welfare, buildings, facilities and grounds maintenance.	X		Interview
Ability to build, develop and maintain positive working relationships with colleagues and external contacts	X		Interview
Ability to work flexibly to meet deadlines and prioritise to manage own workload	X		Interview
Good verbal, written and problem solving skills	X		Interview
Ability to identify own training needs and those of others	X		Interview
Good general IT skills and confident in the use of Microsoft Excel, Word and google sheets, docs & Gmail	X		Interview
Committed to own and supporting others continuing professional development	X		Interview
Good interpersonal skills and able to maintain confidentiality, acting in a professional manner at all times.	X		Interview

Agreement and review   Signature:

Print Name:

Date: