

## Inspiring Futures Through Learning— Role Profile

Role Title:	<b>Caretaker L2</b>
Accountable to:	<b>Head Teacher</b>
Grade:	<b>D</b>
Salary Grade:	<b>£26,824 - £28,142 FTE</b>
Hours of work:	<b>37 hours per week, 52 weeks per year</b> <b>Mon – Thurs: 10.05am to 6.00pm, Fri 10.10am – 6.00pm with 30 mins. unpaid lunch</b>
Annual leave:	<b>28 days (32 days after 5 years continuous Local Government Service) plus bank holidays</b>

### Purpose of job

The Caretaker is responsible for the day-to-day operational management, safety, and security of the school site. The post holder is responsible for ensuring that the school is a well-maintained, safe, clean, warm, and secure site for all users. The Caretaker will deliver high standards of site supervision and effective use of resources to enhance the learning environment for students and staff, and ensure all duties are carried out in a timely and efficient manner.

### Key Objectives

1	To be responsible for the routine and non-routine (e.g. emergencies) opening (when appropriate) and closing of the premises. To report trespass, theft or unauthorised parking of vehicles to appropriate person.
2	To be responsible for the heating and lighting of the premises including necessary frost precautions. To report system failures to the appropriate person. To ensure the satisfactory maintenance/repair of equipment and that where necessary adequate stocks of fuel are maintained.
3	Day to day monitoring of cleaning staff, including checking the quality of work carried out and ensure Health and Safety standards are met and maintained.
4	Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
5	Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).

6	Act as school contact in relation to premises related contractors and oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
7	Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
8	Undertake minor repairs to site, furniture and fittings (i.e. not requiring a craftsperson) and maintenance of the buildings and site.

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

## Scope

- To be responsible for the upkeep of the playing fields and all-weather surfaces and to ensure the playground, paths and all hard areas are kept clean, tidy, and free of any unnecessary build-up of materials.
- To ensure servicing of equipment such as heating, lighting, air-conditioning, alarm systems and heavy machinery is completed on a regular basis by external contractors and complies with legislation.
- Be a point of contact for, supervise and monitor the operation of the cleaning and grounds maintenance, liaising with the School Business Manager on any issues.
- To ensure rooms and areas are set up as required for assemblies, exams, or other events.
- To oversee any new building and refurbishment programmes and act as a point of liaison between contractors and school.
- To act as Chief Fire Warden and take a lead in fire drills and fire safety planning.
- To work with the School Business Manager to be responsible for Health and Safety within the school and to ensure compliance with statutory and regulatory standards.
- Carry out mandatory daily, weekly, monthly, and termly checks, and undertake and document corrective action where necessary.
- Ensure fire and water safety checks are carried out regularly and accurate records are kept, including weekly alarm checks, managing equipment (e.g. fire extinguishers) and its maintenance, co-ordinating annual risk assessments and ensuring any necessary follow-up is undertaken.
- Be a point of contact for our security company should an alarm be raised outside of hours with hours to be claimed back as time off in lieu.
- To ensure that the school adheres to COSHH guidelines.

- To ensure that all other safety works (PAT testing, fixed wire etc.) are carried out according to regular planned review in the PPM schedule.
- Take deliveries of equipment, materials, and other goods, liaising with the Business Support Team to circulate them to the correct department.
- To provide a responsive, flexible portorage service for the movement of equipment and furniture around the site according to need.
- Ensure boiler-houses are kept clean and tidy and regularly cleared of any foreign and flammable materials and debris.
- Replace light bulbs, tubes and diffusers as required, applying appropriate health and safety regulations.
- Take monthly readings of all meters for the Business Support Team and promptly report any obvious faults.
- Carry out boiler checks as required during opening and non-opening times (especially during severe weather) to ensure the premises is maintained at an adequate temperature for usage and to avoid burst pipes.
- Undertake ad hoc cleaning and clearing needs in relation to spillages, blockages, storage of equipment and materials to ensure the site is maintained in a safe and presentable condition.
- Oversee and maintain the inventory of all Caretaker equipment and tools and ensure that all items of equipment are retained for use in designated areas and are kept clean and in good working condition.
- Identify repairs required on the school premises and inform the School Business Manager of any work required by external contractors.
- Carry out DIY and maintenance tasks in respect of minor or temporary repairs, including carpentry, plumbing works, and decorating of classrooms and general areas.
- To act as a relief minibus driver (where the correct license is held).
- To have the flexibility to open the school for lettings outside of school hours as required (currently a Thursday evening, 6pm – 7.30pm).
- Undertake maintenance inspections of toilets, ensuring that any blockages, leaks etc. are minimised and where necessary replenish soap and toilet paper as required.
- Be on call to clear the site in situations of snow, ice, and flood etc. to ensure safe access for staff, pupils, and visitors.
- Always adhere to the school's policies and procedures and have a yearly appraisal and personal development plan that reflect training needs and participate in mandatory training.
- Always represent the school in a positive, professional, and confidential manner, work as part of a team and share our sense of pride in our school environment.

## Work Profile

- Perform own duties and ensure other cleaning staff operate in line with health and safety and COSHH regulations taking remedial action where hazards are identified and reporting serious hazards to senior staff immediately.
- Supervise/undertake specialised cleaning programmes during school closures or other designated periods.
- If appropriate undertake the maintenance of specialised equipment following training, for example sports/theatrical equipment
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Arrange regular maintenance and safety checks
- Monitor consumables and stock and/order supplies
- To adhere to school local and national authority's guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

## Other information

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.



## Person Specification

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time	<u>D</u>	<u>A</u>	Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			
<b>Qualifications</b>	No specific qualifications but evidence of trades certification etc. may have particular relevance for some schools		X	A
<b>Skills / Experience</b>	Extensive hands-on experience of a wide range of maintenance / janitorial functions		X	A
	Experience of direct staff management and management of third-party contractors		X	A
Competencies		Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area	<u>E</u>	<u>A</u>	Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			
<b>Planning and organising work</b>	Planned maintenance / activity scheduling. Supporting school events. Emergency planning.		X	I
<b>Planning capacity and resources</b>	Staff resource scheduling. Contingency planning (adverse weather etc.)		X	I,R
<b>Influencing and interpersonal skills</b>	Overseeing contractors on site.		X	I
	Working co-operatively with teaching and other support staff.		X	I,R
<b>Using initiative</b>	Basic problem solving within appropriate limits. Dealing with day to day resource pressures and emergencies.		X	I



**Heronsgate**  
School

<b>Working independently</b>	Shared responsibility for building security and safety. Reports to senior school manager(s)		X		I
<b>Managing people</b>	Supervises cleaners and contractors.		X		I
<b>Managing resources</b>	Responsible for premises cleaning, maintenance.		X		I
	Maintains stocks of consumables		X		I
<b>Managing risk</b>	Health and safety awareness in all aspects of work.		X		I
<b>Managing oneself</b>	Awareness of opportunities for self-improvement		X		I

