

Westcountry Schools Trust

Job Description and Person Specification



Job Title:	Caretaker (multi-site)
Current location:	Woodlands Park Primary School, but may be deployed across the Trust
Pay Scale:	NJC Devon Grade D SCP 8-12 Full time salary: £26,824 - £28,598
Hours:	35 hours per week, worked Monday to Friday 52-week contract These hours may change to meet circumstances
Reports to:	Head Teacher
Key Relationships:	Head Teacher and Office Manager

Job Purpose

To undertake the sole caretaking role at the school, undertaking maintenance tasks both reactive and planned work. Undertake inspections of the school and resolve any findings. Undertake security lockdown and opening of the school premises. Embrace a positive Health and Safety culture.

Main duties:

1. Primary responsible person for day-to-day maintenance
2. Security of premises and their contents; the post holder must be available for emergency call out.
3. Opening / closing, setting up for and after lettings, including any second clean. Ensuring that hirers comply with the Conditions of Hire.
4. Delivery of compliance contracts and in-house provision and maintaining of records
5. Compliance with the Environmental Protection Act by continuous clearance of litter, both inside and outside the buildings.
6. General portering.
7. Emergency cleaning including the unblocking of drains, toilets, etc.
8. Continuous inspection of the school for damage and vandalism, making good immediately any defects and reporting to the Premises Manager/Head Teacher.
9. Line management of cleaning staff including annual appraisals and performance
10. General handyman duties, to include decorating.
11. Issue and control of consumables.
12. Promoting the school's image.
13. Working knowledge of COSHH

Duties and responsibilities

Security of premises

1. Lock/unlock doors, gates and windows at the start and end of the day and/or as required.
2. Carry out a daily visual inspection of the building for damage and break-ins.
3. Liaise with the Premises Manager and in his/her absence the Police/Fire Brigade in cases of break-ins and fires etc.
4. Switch on/off intruder alarms, internal lights and external lights as necessary.
5. Make rooms and premises temporarily secure after break-ins or vandalism. Report incidence to the Premises Manager.
6. Check operation of all alarms, fire extinguishers (visual check), emergency lighting and fire hoses etc on a regular basis and record these checks.
7. Maintain a high level of security in areas which IT or other expensive resources are kept.
8. Check and make safe gas, water and electric isolators after damage or break-ins.

Maintenance

1. To monitor all contractor's personnel on site, accompanying them on/off site as necessary. Ensure that work is satisfactorily completed.
2. Identify and report any repairs, maintenance and replacement that require rectification.
3. Initiate orders for repair.
4. Liaise with staff from other departments and outside contractors.
5. Carry out basic maintenance work.
6. To ensure that arrangements for maintenance and minor repairs are affected as quickly as possible.
7. To install, maintain or repair items as appropriate to the fabric of the building, for example (subject to the capabilities of the postholder):
 - a. Plumbing (e.g. leaking taps)
 - b. Joinery
 - c. Painting and decorating
 - d. Plastering small areas
 - e. Reglazing at ground level
 - f. Electrical (to make safe broken fittings etc)
 - g. Gas (to make safe leaks – isolate supply at the earliest opportunity).
8. To report emergencies in the case of faults with gas, electric and water supply to the Premises Manager or the Facilities Manager
9. Check and replace faulty lights, tubes, bulbs, diffusers and starters on a regular basis. Fit or change electrical plugs if competent. Clean light fittings and test their operation weekly.
10. Check fuses and replace with manufacturers recommended fuse. Checking fuse boards where a circuit has been broken. Note: electrical repairs should only be carried out with the relevant training - repairs to fuse boards are to be carried out by a qualified electrician only.

11. To ensure heating plant and equipment is effectively operated, make adjustments as necessary and report defects and malfunctions to the Premises Manager.

Cleaning tasks

1. Day to day management of cleaning team.
2. Ensure that caretaking equipment is clean, safe to use, and correctly stored.
3. Carry out basic maintenance of caretaking equipment in accordance with the manufacturer's instructions. Report faults to the Premises Manager.
4. Transport refuse to bin/skip areas from agreed collection points. Dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
5. To undertake emergency cleaning and other occasional cleaning as specified during normal hours after ill children, floods, or other incidents, or additional cleaning in toilet areas.
6. Mop up and remove spillages, floods, vomit, waste and other substances requiring removal in line with agreed procedures.
7. To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc.
8. Carry out an inspection after staff/contractors have completed their tasks, reporting any problems to the Premises Manager, or bring room(s) up to the required standard.
9. Keep the internal parts of the site litter free and carry out a daily inspection for graffiti.
10. Where necessary,
 - a. Clean and tidy all yards, paths, gullies and drains on a regular basis.
 - b. Empty external litter bins.
 - c. Carry out a daily check for external graffiti.
 - d. Remove all litter and leaves from hard/soft ground areas related to the site.
 - e. Carry out basic groundsmanship duties when assistance or cover is required.
11. Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
12. To clean internal windows subject to safe working practices.

General duties

1. To impart special skills and knowledge to colleagues as appropriate.
2. To undertake portering tasks as required including setting up and clearing away furniture and the distribution of goods delivered to the school.
3. Set out and put away furniture and equipment for functions, lettings and meetings.
4. Arrange temporary signs in car parks and buildings as necessary.

Administration

1. Ensure compliance with health and safety requirements at all times in order to maintain a safe and healthy environment for all site users.

2. In consultation with the Premises Manager/business manager, order and collect goods required for the efficient completion of any caretaking or maintenance job. Ensuring the proper and efficient use of fuel, materials and equipment provided to carry out the role.
3. In consultation with the Premises Manager to monitor stock levels of items such as grit, toiletries, light bulbs/tubes and cleaning materials and inform the Premises Manager when stock needs replenishing.
4. Accompany finance staff when required with the internal transfer of cash or to pay cash into the bank/post office.

Other

1. To undertake staff training as necessary, including safeguarding.
2. To undertake minibus duties under the direction of the Premises Manager. Ensure the fleet of minibuses are kept in a clean and tidy condition, fuel the minibuses as required and deliver minibuses for maintenance and repairs. To collect and deliver passengers and/or goods as required. Carry out weekly maintenance checks on the vehicle(s) (e.g. oil, tyre pressure, water, etc) in accordance with the Trust's drivers' handbook.
3. To maintain site equipment when required.
4. To understand and observe the policies and procedures of the school.
5. Provide cover for other members of the caretaking and grounds maintenance team as required.
6. To carry out any other duties as directed by the Premises Manager.
7. Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded.
8. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
9. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
10. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
11. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		X
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	E		X
Integrity:			
We act ethically, transparently, and with financial propriety	E		X
Compassion:			
We recognise need and act with positive intention to support wellbeing	E		X
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
QUALIFICATIONS:			
Level of education equivalent to 5 passes at GCSEs (level 9-4/A-C) NVQ2 or demonstrable relevant experience	E	X	X
Trade qualification relevant to the role	D	X	X
Undertaken training including, Legionella awareness, Asbestos awareness, IOSH	D	X	X
Legionella awareness, Asbestos awareness, IOSH	E	X	X
EXPERIENCE:			
Able to demonstrate good practical knowledge and experience in trade works	E	X	X
Awareness of Health and Safety at work	E	X	X
Experience of legionella, fire regs/safety	D	X	X
Experience of moving and handling practices	D	X	X
Demonstrable Experience of Managing/supervising staff	E	X	X
Previous experience of being the primary responsible person for day-to-day maintenance	E	X	X
Ability to work effectively using own initiative	E	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			
Ability to demonstrate good leadership/supervision skills	E	X	X

A team-based approach to work	E	X	X
Able to communicate to communicate effectively with staff, children, contractors, and parents	E	X	X
Ability to self-motivate with the willingness to learn and adapt	E	X	X
Commitment to work flexibly to meet the business requirements	E	X	X
A methodical approach to problem solving	D	X	X
FURTHER REQUIREMENTS:			
Able to display an awareness, understanding and commitment to the protection and safeguarding of children and venerable adults	E	X	X
Due to the nature of the role, the ability and willingness to work at and travel to different Trust sites from time to time	E	X	X