

# Cardinal Griffin Catholic College

## Caretaker



Proud to be part of the Painsley Catholic Multi-Academy



THE ARCHDIOCESE *of* BIRMINGHAM



# CARDINAL GRIFFIN CATHOLIC COLLEGE

## JOB DESCRIPTION – CARETAKER

Post Title	Grade/Scale/TLR	Date
Caretaker	Grade 6	DEC 2024

### Reporting Relationships

**Responsible to: The Senior Site Supervisor**

### Statement of Purpose

To provide efficient and effective caretaking support to the school, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

### Line Management Responsibilities

May be required to line manage a small team of site staff, e.g. a janitor and cleaners.

- To ensure:
  - Adequate cover for holiday periods.
  - Adequate cover for outside normal college hours.
  - Providing cover for emergency call out.
- Undertake recruitment/induction/appraisal/training/mentoring of janitor and cleaners.

### Security and Safety

To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary, and report defects and malfunctions to designated member of the Senior Leadership Team.

- To be responsible for maintaining the security of the premises and its contents including monitoring the school's CCTV system.
- To clean light fittings, replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows. Reglazing small internal windows.
- Undertake risk assessments and COSHH procedures as appropriate.
- May be required to assist with fire evacuation procedures.

### Maintenance and Cleaning

To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.

- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- To ensure that gullies, drains etc. are kept free from debris and that the school and grounds are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner, ensuring that it is available for collection as required.

## **Maintenance and Repair**

### Painting and Decorating

- Temporary making good of colour wash e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work e.g. touching up scratch damage. To undertake repairs, projects and redecoration tasks as appropriate.

### Joinery

- First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after breakins, vandalism etc. Minor repairs to fixtures and fittings such as replacing locks,
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.
- Advice, and/or undertake, where appropriate renovation projects

### Plumbing

- Unblocking sinks, traps and waste pipes. Adjustment and rewashering of taps. Stopping leaks.

### Technician

- Tool Maintenance- familiarisation with competence in:
  - Sharpening techniques for edge and point cutting and marking tools e.g. wood planes, chisels, twist drills, scribes etc.
  - Routine maintenance of hand and machine tools, including adjustment for wear and tear.

## **Resources (Caretaker)**

To undertake portage tasks as required, including setting up and clearing away furniture.

- To control the provision of toiletry items, including requisition, storage and distribution of such items.
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas e.g. Technology, Science, Art and Craft.
- To monitor stock levels of consumable items such as grit, toiletries, light bulbs/tubes and cleaning materials for which the college is responsible and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records, including intruder alarm log book and fire alarm book. To test alarm systems weekly and lighting when appropriate.
- To report emergencies in the case of faults with gas, electric and water supply to the designated member of the Senior Leadership Team or, where not immediately available, Technical Services, and report minor faults on site to the designated member of the Senior Leadership Team.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.
- May be required to drive the school minibus and/or carry out weekly minibus maintenance checks.

## **Resources (Technician)**

- Assist with the development of resources by:
  - making of models and fixtures;
  - the design and making of the jig, fixtures, racks, tool trays.
- Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing.
- Prepare and make teaching aids as required working on own initiative.
- Design and construction of apparatus.

## **Support to the Classroom**

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification from stock as directed and clearing away equipment. This entails the use of metal cutting, milling, turning machines and wood conversion machines (planer/thicknesser, circular saw and bandsaw).
- Assistance to teaching staff with demonstration lessons and practicals.
- Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces.
- Assisting in the maintenance of safety standards in the departments.

## **Administration**

- Maintenance of stock and breakage records, catalogues and user manuals.
- Ordering, receiving and accounting for new stock and equipment.

## **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

## **Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition they are to contribute to the achievement of the school's objectives through:

### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

### **Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

### **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

## Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with Health and Safety policies.

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Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with Health and Safety policies.

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to.

Site Supervisors are expected to be smart in appearance and dress.

#### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-Note 1:***

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# Person Specification

## Caretaker

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Extensive experience of working in a site security, maintenance environment.</li> <li>• Management experience.</li> <li>• Experience in a related discipline</li> </ul>	<p>AF/I</p>
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Good understanding and ability to use specialist equipment/ resources.</li> <li>• Ability to organise, lead and motivate other staff.</li> <li>• Ability to plan and develop systems.</li> <li>• Full working knowledge of relevant policies/codes of practice/ legislation.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> <li>• Ability to work constructively as part of a team.</li> </ul>	<p>AF/I</p>
<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	<p>AF/I</p>

<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills.</li> <li>• NVQ 3 Building Maintenance &amp; Estates Service, or equivalent qualification in a relevant discipline or experience.</li> </ul>	<p>AF</p>
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*AF = Assessed at Application Form*

*I = Assessed at Interview*

*T = Assessed through Test*

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