

Job Profile

School				
Job Number	Post Title	Grade	Points	Date
A8689	Caretaker	Grade 5	391 NJC	April 2008

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 set by the school and that heating systems operate at optimum efficiency.

Management Responsibilities

- Manage contractors on site during school holidays and during working hours.
- Ensure all required paperwork is completed and full adherence to managing contractors on site.

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 (buildings and grounds) 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 and large internal windows
- Liaising with school management in relation to the formulation of risk assessments where applicable.
- 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 ground 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 break-ins, 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.
- Liaison with contractors in relations to larger building maintenance projects.

Resources

- To undertake portering 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 maintenance records including, but not limited to, intruder alarm log book and fire alarm book, water checks etc. To test systems and record results daily, weekly, monthly or when appropriate in line with statutory requirements..
- 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.

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

- To 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 participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupils needs as appropriate during the school day.

Health and Safety

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 manufacturers 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-evaluation.

**Person Specification
Caretaking Co-ordinator
Level 3**

Criteria	Measured by
<p>Experience</p> <ul style="list-style-type: none"> Extensive experience of working in a site security, maintenance environment. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> NVQ 3 Building Maintenance & estates service, or equivalent qualification in a relevant discipline. 	AF/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> Good understanding and ability to use specialist equipment/resources. Ability to organise, lead and motivate other staff. Ability to plan and develop systems. Full working knowledge of relevant policies/codes of practice/legislation. Ability to relate well to children and to adults. Good organising, planning and prioritising skills. Methodical with a good attention to detail. 	AF/I

<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • 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. 	AF/I
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AF= Application

I = Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***