



**FIVE RIVERS MULTI ACADEMY TRUST**

**JOB DESCRIPTION / PERSON SPECIFICATION**

Post Title	<b>Caretaker (Resident and Non-Resident)</b>
Grade	<b>Grade 3</b>
Responsible to	Principal / Facilities Manager
Responsible for	Cleaners
Purpose of job	<i>To provide a service to the site consisting of premises, lighting, heating, cleaning, maintenance and operation of plant, portorage and handy person duties. To provide an efficient support service to the site users and community groups. Assist with administration of defined budgets and premises related issues</i>
Normal base of work	<b>Abbeyfield Primary Academy, Orphanage Road. S3 9AN</b> – however there may be some requirement to work from other Five Rivers Trust sites as appropriate.
Safeguarding statement	<p>Five Rivers MAT is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service check in line with Section 115 of the Police Act 1997.</p> <p>This post is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify individuals from appointment and, if appointed may render them liable to immediate dismissal without notice.</p> <p>An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000).</p> <p>The Five Rivers MAT will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.</p>

## **JOB DESCRIPTION: CARETAKER (RESIDENT & NON RESIDENT)**

The post holder must, at all times, carry out his / her duties and responsibilities within the spirit of the Five Rivers Multi Academy Trust, the Trust's policies and within the framework of the Education Act 2002 and the School Standards

### **Security of Premises**

1. To act as primary keyholder.
2. Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
3. Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).
4. Lock/unlock premises and check for vandalism/break-ins.
5. Liaise with emergency services (eg Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
6. Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
7. Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises Section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
8. Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
9. Make safe gas, water and electric power when locking up.

### **Cleaning Tasks**

1. Responsible for the day to day cleaning of a designated area of the building and site in conjunction with the relevant agreement.
2. To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
3. Responsible for the periodic stripping and resealing of hard surface floors.
4. Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and

graffiti. Remove all litter and leaves from hard / soft ground areas related to the site.

5. Remove graffiti from internal and/or external walls, windows etc, using appropriate cleaning equipment and materials.
6. Monitor and provide reports on cleaning standards and follow up.
7. Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.
8. Transport refuse to bin/skip areas from agreed collector points.
9. Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
10. Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
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 high/walls/internal windows.

## GENERAL DUTIES

Responsible for effective supervision and co-ordination of assistant caretakers (where applicable) to meet the needs of the establishment.

1. Provide induction training and continual guidance to familiarise any Assistant Caretakers (where applicable) with agreed procedures and working practices.
2. To impart special skills and knowledge to other colleagues as appropriate
3. Carry out portering duties as required including receipt of goods and supplies.
4. Maintain close working relationship with site managers, staff and liaise with establishment users as necessary.
5. Regularly check, unblock, and clean drains, manholes and gullies.
6. Set out/put away furniture and equipment for functions, meetings and exams.
7. Arrange temporary signs in car parks and buildings as necessary.
8. Deal with lost property in accordance with agreed procedure.
9. School milk to be taken to agreed distribution points and empties to be returned to a central collection point.

10. Remove weeds from paths, steps and playground/yard edges.

## ADMINISTRATION

1. Develop and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker (where applicable).
2. Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.
3. Collect or buy goods as required for the efficient completion of any caretaking or maintenance job.
4. Certification, completion of necessary time sheets, letting sheets, sickness/absence records/holiday records and events diary.
5. Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
6. To monitor all energy and water services usage and to be aware of the spending under these budget headings.
7. Responsible for obtaining equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.
8. Accompany Clerical Staff with internal transfer of cash. Pay into bank school cash as required.
9. Caretaker to provide sickness/absence cover for Assistant Caretakers.

## MAINTENANCE

1. To monitor all contractors personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as necessary.
2. Maintain and refer to the Log Book for maintenance jobs to be undertaken.
3. To identify and report any repairs, maintenance or replacements that require rectification.
4. Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary.
5. To carry out basic maintenance work following appropriate training.

6. To ensure that arrangements for the maintenance, minor repairs and modifications are effected as quickly as possible.
7. To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building equipment and furniture.

i.e. General maintenance of building:-

Plumbing i.e. leaking taps

Joinery i.e. boarding up broken windows

Painting/Decorating

Plastering to small areas.

Reglazing to ground floor level.

Electrical i.e. make safe broken light switch/sockets plugs.

Tape over or isolate from further use. Report repair at earliest opportunity

Gas leaks etc isolate, turn off gas supply. Report repair at earliest opportunity.

Others as necessary within the capabilities of the postholder.

8. Clean lights and light fittings.  
Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.
9. Fuse Boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.

**Do not carry out any repairs to fuse boards.**

1. Ensure power supply is switched off when working on any appliance.
2. Minor electrical repairs to be carried out by competent person unless appropriate training has been received.
3. If in doubt, switch off power and report repairs/problems to Premises Maintenance/Emergency Services Section at the earliest opportunity.

**The above relates to education/school property only.**

## Boiler Room/Energy Conservation/Heating Systems

### General duties

1. Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.

2. Ensure boiler room heating plant and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.
3. Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary.
4. Daily check of water temperatures and calorifiers.
5. Daily check of boiler temperatures and shut down procedures.
6. Clean out boiler houses/rooms and gas warm air heating cupboards. Clean filters to all fan convector heaters at least once per year.
7. Switch on/off electric fans and portable/fixed gas heaters.
8. Regularly switch over pumps (e.g. weekly).
9. Check and maintain boilers, update, maintenance repair book.
10. Check/reset programmes/timers as necessary to take into seasonal variations and heating requirements.
11. Ensure all boiler houses and tanks rooms are secured at all times except when authorised personnel requires access/egress as necessary.
12. Regular visual check of sump pumps and test operation of pump. Remove any debris/blockage from sump (monthly).

### **Additional Specific Duties**

#### **Gas Fired Systems**

1. Relight pilot lights as necessary,
2. Check boilers are not 'locked out'. Relight boilers if possible. Report any faults as necessary.

#### **Oil Fired Systems**

1. Check fuel stocks using appropriate equipment/system. Reorder when necessary.
2. To be in attendance during, and assist with oil deliveries, ensuring appropriate safety precautions are taken to minimise risk of spillage.

3. Check operation of 'fill guard' systems where fitted. Ensure system is switched on for deliveries.
4. Switch off sump pump during fuel delivery. Ensure pump is switched on when delivery completed.
5. Check and authorise delivery note for quantities of fuel delivered.
6. Remove any spillages after oil deliveries.
7. Check and clean out 'bunded' wall areas on a regular basis (monthly)
8. Drain off water from tank (monthly) using drain valve.
9. Clean photo electric cell or 'magic eyes' regularly.
10. Check and test operation of fuel shut off valves and fusible links - reset after test. Oil and clean pulleys and wire regularly (twice yearly).
11. Clean out flues where accessible.
12. Visually check burning of heating systems. Report any faults.

### Coal Fired Systems

1. Check fuel stocks, stock levels, worm feeders and sheer pins. Turn worm housing (weekly).
2. Clean out bin(s), chutes, boiler flues, dispose of clinker and ashes in appropriate containers.
3. Stoke up hand fed hoppers and boilers (daily).
4. Sweep yards after coal deliveries.
5. Top up oil levels to worms, gear boxes and plant.
6. Maintain grease boxes, using worming system where fitted (and check periodically).

### Driving duties (optional)

1. To drive school minibus where necessary to transport equipment, staff or pupils and return them to school.
2. Carry out weekly vehicle maintenance checks i.e. oil, brakes, water, tyre pressures, etc.

3. Ensure minibus is kept in a clean and orderly condition.
4. To fuel minibus as required.
5. To deliver minibus for servicing and repairs.
6. To collect goods as required.

All of the above duties and responsibilities to be carried out in accordance with Five Rivers MAT's policies, national legislation, equal opportunities, data protection and Health and Safety.



## Person Specification/Profile -Caretaker (Resident & Non-resident)

	Essential	Desirable
<b>Skills &amp; Qualifications</b>	<p>Experience of caretaking or similar role in a school environment or other large organisation.</p> <p>Knowledge of the Health &amp; Safety at Work Act and COSHH regulations</p> <p>Excellent understanding of Fire Procedures, Regulations and appropriate safety procedures</p> <p>Evidence of practical application of joinery/plumbing/building skills in a working environment</p> <p>A willingness and desire to undertake any training courses relevant to the role</p>	<p>Experience of cleaning in a school environment</p> <p>Health &amp; Safety at Work qualification COSHH regulations qualification</p> <p>Fire Evacuation/Fire Marshall qualification.</p> <p>Relevant qualification in buildings and general maintenance (e.g Duty Holder / Responsible Person training or Fire / Legionella and Asbestos awareness)</p>
<b>Professionalism</b>	<p>Able to work with professional integrity, honesty and transparency.</p> <p>Demonstrates for self and others</p> <p>Open and adaptable to new ways of working that promote the ethos of the Trust and the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Committed to working well with colleagues, developing and maintaining positive working relationships. Values differences of opinion and different ways of working.</p> <p>An effective communicator, both written and orally</p>	<p>Shows a strong commitment to values which align well with the Trust &amp; the School</p> <p>Experience of being a role model with a team and supporting colleagues</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Safeguarding</b>	<p>Knowledge of Keeping Children Safe in Education</p> <p>Passionate about safeguarding children</p> <p>Commitment to the use of positive behaviour strategies to achieve a culture that promotes fairness, respect and consideration towards others</p> <p>Zero tolerance of bullying of any kind</p> <p>An understanding of the teacher's role in supporting the whole child: relationships, identity, mental health, basic needs and overall well being</p>	<p>Safeguarding Training</p> <p>Experience of initiating school policies and procedures for Safeguarding</p>
<b>Professional development</b>	<p>Commitment to working collaboratively to improve practice</p>	<p>Clear commitment to a future career with the Five Rivers Trust</p> <p>Experience of working collaboratively to improve practice</p>
<b>Diversity Equality &amp; Inclusion</b>	<p>Promotes equality and celebrates diversity; understands the need for equity not equality; acknowledges and takes steps to eradicate unconscious bias in own practice</p>	<p>Experience of championing Diversity, Equality and Inclusion in professional setting</p>