

TESTWOOD SCHOOL

Job Description

SCHOOL CARETAKER

ROLE TITLE:	Caretaker
REPORTS TO:	Site Manager
ROLE PURPOSE:	To provide a caretaking, cleaning, portering and routine maintenance service to meet the needs of the school, ensuring high standards of cleanliness and operational effectiveness and compliance with health and safety requirements.

ROLE REQUIREMENTS

Accountabilities	Accountability Statements	% of Time
Maintenance	Assess requirements for maintenance, instigate or carry out repairs and internal redecorating where appropriate. Report more complex requirements to Site Manager or designated term contractors. Record meter readings to monitor energy consumption and identify problems. Ensure all routine testing of safety equipment is undertaken, records are updated and accurate. Ensure routine PAT testing of portable appliances is maintained to annual schedules. Assess site requirements and undertake necessary action as required in the event of bad weather or emergency e.g. clearing snow & ice from paths, play grounds and car parks, dealing with floods, fire, vandalism etc.	45%
Supervision of contractors	Monitor term maintenance contractors and their performance, raising issues as appropriate with the Site Manager. Liaise with appointed facilities management company regarding cyclical services, statutory checks and reactive repairs. As part of the site team ensure all statutory cyclical checks comply to safety standards and certificates are issued and kept up to date.	15%

Management of use of site	Liaise with users of the site over their needs. Oversee the use of the site by hirers, lettings etc. When on duty liaise with the school's community manager and grounds maintenance contractors and ensure playing fields are ready for weekend fixtures.	5%
General caretaking duties	Set up and clear away when completed, areas of the school used for exams, meetings and all school events such as morning assemblies, evening performances and parents' evenings. Remove furniture and equipment from rooms in preparation of major construction works or decorating. Reinstall rooms on completion. Receive deliveries and distribute parcels and goods to departments and staff. Share daily litter and waste removal duties with site team. Clear up spillages and bodily fluids from around the school site when necessary. Attend and clear blockages to drains and sanitary ware. Monitor when necessary CCTV site security.	35%
Corporate and statutory	Maintain an awareness of the school's and statutory Health & Safety Policies and procedures and apply them in the day to day job requirements.	

THE KEY DECISION MAKING IN AREAS OF THE ROLE

Stock.	Decide on what and when to buy within budget limits
Deployment & allocation of work to staff (where appropriate).	Decide
Engagement of contractors e.g. emergency repairs and routine maintenance.	Decide/agree with Site Manager
Repairs	Decide action required to rectify

MAIN CONTACTS

Site Manager	Daily – share information, resolve issues.
Cleaning Staff	Daily-when on duty manage and oversee standards.

Headteacher	Regular-share information and resolve issues.
Director of Finance	Frequent-share information, resolve issues, attend meetings.
Other staff in school	Regular-respond to requests.
Visitors to school	Oversee usage (lettings), act as 1 st point of contact. Respond to issues raised about the site when on duty.
Contractors & suppliers	Regular-agree on site arrangements, briefing re: problems to be resolved/service or system usage required. Receive deliveries.
Students	Daily – Term time. Some holiday times.
Trustees	Infrequent – attend meetings (if required) to share/discuss information about the buildings and premises.

WORKING CONDITIONS

- ☐ Manual handling (inc. lifting heavy and awkward items).
- ☐ Wear protective clothing.
- ☐ Exposure to potentially dirty, unpleasant and hazardous areas e.g. drains, toilets.
- ☐ Working overhead e.g. replacing light bulbs, cleaning gutters and at height e.g. on roofs.
- ☐ Handling cleaning materials, fluids, chemicals etc.
- ☐ Need to be aware of COSHH regulations.
- ☐ Lone working (oversight of out of hours usage of the school e.g. lettings).
- ☐ Employed full time (52 week contract), Headteacher normally only in during school term time (sometimes during school holidays) – the need for use of initiative and independent working if Site Manager is on annual leave.
- ☐ Drive the school minibus.
- ☐ Essential for school to be properly/adequately heated – school may have to close otherwise.

- Exposure to possible unruly behaviour/threats from the public e.g. when locking up at night.

PROGRESSION IN ROLE

Entry – Necessary role related knowledge, skills and experience at selection

- Physically able to lift heavy and awkward objects.
- Able to use own initiative.
- Skilled in routine maintenance activities.
- Good DIY skills.
- Working knowledge and awareness of Health & Safety requirements.
- Supervisory experience.

Initial induction/training required to become effective in the role - 2-4 weeks

- Awareness of Health & Safety and procedures applicable to the School and the job.
- Knowledge of the layout of the site and buildings.
- Knowledge of the school's keys and opening and locking up routines.
- Knowledge of the school's operational arrangements and procedures.
- Understanding of routine maintenance requirements.
- Understanding and knowledge of school's regular testing of fire alarm system, meter reading and record keeping.

Operationally effective: How would effectiveness in role be demonstrated?

- Ensures school's heating systems are operating effectively.
- Ensures school is cleaned to a high standard through overall performance of the cleaning team.
- Ensures no complaints received from school community and users.
- Identifies and remedies basic maintenance defects.
- Establishes and maintains good relationships with staff and School Community.
- Use initiative and takes appropriate action without reference to the Site Manager and Headteacher.

Adding Value: What characteristics will the advanced role holder demonstrate?

- Undertakes preventive maintenance activities.
- Prepared to undertake tasks which exceed requirements of job description e.g. presenting ideas and new initiatives in relation to the site and buildings.
- Willing to enhance maintenance skills through training.