**Caretaker**

**Band 4 point 12-17 £27,711 - £30,060 pro rata 35 hours Term Time plus three weeks**

 **(42 weeks per year) actual salary £24,783 - £26,884**

**This Post is primarily covering the hours of 11am to 6.30pm Monday to Friday, 42 weeks per year. Flexibility within daily opening hours will be required.**

**Job Description**

**Overview of Post:**

The postholder will ensure that the site offers a safe, clean and pleasant environment, conducive to the provision of education and other relevant services. In addition to the main duties of the post, the Caretaker alongside the Site Manager will be responsible for the maintenance, safety and security of the premises at all times. The post holder will also be expected to carry out porterage, cleaning and other duties.

Due to the nature of this post, it is impossible to specify all of the many and varied tasks involved. The following is therefore an outline of the type of tasks the post holder will normally undertake. He or she will, however, be expected to carry out additional tasks as directed by the Headteacher/Line Manager. The high standard of presentation of the grounds and buildings is an essential element of this position. The confidence that visitors to Brentwood can arrive at any time and be impressed by the environment is paramount.

# The duties will include:

* Ensuring the maintenance of all buildings, fixtures, fittings, furniture, equipment and open areas within the site buildings, where possible, personally carrying out elements of planned maintenance work with the Site Manager.
* To ensure the general appearance of the building is well maintained and this will include general repairs and regular painting throughout all areas.
* Ensure all specialist equipment such as physio equipment, changing beds and hoists are maintained and serviced in a timely manner by reputable and trusted engineers.
* Ensure that the hydrotherapy pool is monitored as per guidelines, maintained and cleaned and that the pool plant equipment is maintained and regularly inspected.
* Liaise with both the local council and contractors on site to carry out repairs/servicing, ensuring that the school safeguarding policy is adhered to while on site.
* Ensure that the temperature within the building is maintained at appropriate levels and that all heating and lighting equipment operates efficiently, is regularly maintained with due consideration to energy efficiency.
* Along with the Site Manager, hold keys on behalf of Brentwood and respond to callouts from the monitoring company providing emergency access to the premises when necessary.
* Carry out emergency procedures in the event of a fire, flood, break-in, accident or major damage.
* Apply all security procedures for the buildings and grounds.
* Arrange for both routine and non-routine opening and closing of the school’s buildings and grounds.
* Take appropriate action to prevent trespass on the grounds and record incidents of trespass or vandalism.

* Management of the buildings and grounds during lettings.

* Ensure that all areas and paths are litter free, keep paths, access points and entrances free of snow and ice and ensure safe passage.
* With regard to Health and Safety regulations be aware of use and measures taken for control of hazardous or noxious chemicals and materials.
* Supervise and support the Brentwood cleaning team to ensure high standards of cleaning are maintained at all times.
* Ensure that all cleaning and caretaking equipment is in a safe and working condition. This includes ensuring the fogging equipment is fit for use and maintained in an excellent working condition.

**Note:**

The responsibility for employees’ Health and Safety does not rest entirely with Brentwood and its management. The post holder, irrespective of his/her position at Brentwood, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

The successful candidate will be subject to an Enhanced DBS check to ensure their suitability to work in line with Brentwood’s Safer Recruitment processes.

**Safeguarding**

* To ensure the safety and wellbeing of Brentwood students at all times.
* To always comply with Brentwood’s safeguarding policy.
* To be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

 **PERSON SPECIFICATION**

**JOB TITLE:**  **Caretaker**

**GRADE: Band 4**

|  |  |
| --- | --- |
| ***MINIMUM ESSENTIAL REQUIREMENTS*** | **METHOD OF ASSESSMENT \*** |
| **1. Qualifications/Training etc.** |
| * Relevant qualifications/experience in a related craft skill.
* Good literacy and numeracy skills
 | Desirable Essential  |
| **2. Experience** |
| * Experience of and ability to carry out routine maintenance work and skills in joinery and basic plumbing.
* Previous experience in a cleaning and or maintenance role
* Experience of cleaning programmes and regimes
 | Desirable Desirable Desirable  |
| **3. Knowledge** |
| * Knowledge of COSHH
* Knowledge of health & safety protocols
 | Desirable Desirable  |
| **4. Skills & Abilities** |
| * Ability to form, develop and sustain good working relationships with colleagues and users
* Ability to be proactive and work independently as well as being an effective team player willing to contribute to the work of the whole team
* Ability to undertake basic administration tasks including recording, monitoring and checking progress where key tasks are concerned
* Ability to contribute to the planning of repairs and maintenance of the building
* Ability to contribute to the upkeep of both the indoor and outdoor areas e.g. painting, grass cutting and general repairs
* Good communication skills at all levels, to be able to relate well to staff and young people
 | EssentialEssentialEssentialEssentialEssential Essential |