



## **Caretaker Job Description**

SALARY: BR5

REPORTING LINES:

**Reporting into Facilities Manager, responsive to service requests from the Facilities Supervisor and Headteacher**

### **JOB PURPOSE:**

The key purpose of the Caretaker is to support the Facilities Manager to ensure the effective management, organisation and supervision of all premises matters relating to the South Orpington Learning Alliance (SOLA) Estate. SOLA Caretakers will usually be aligned to a particular school but will be expected to engage in cross trust working to support our provision of clean, safe and secure environments for all users of the SOLA school buildings and grounds.

### **CORE RESPONSIBILITIES:**

#### **Organisation and Management**

- Working as a member of the SOLA Site team, the Caretaker will be line managed by the Facilities Manager to ensure the school site is maintained safely and securely. The Caretaker will meet the operational requirements of the school buildings and grounds and be responsive to the needs of the school.

#### **Health and Safety**

- The Caretaker will maintain the school site to mitigate Health and Safety risks by undertaking daily visual inspections of the site to include, but not limited to; external and internal gym and play equipment. They will address or escalate actions arising to the Facilities Manager, as necessary.
- The Caretaker will undertake maintenance activities necessary to prevent Health and Safety risks. This might include but is not limited to snow clearing, leaf clearance, gutter clearance.
- The Caretaker will be responsible for some statutory testing at the direction of the Facilities Manager. This might include but is not limited to the following:
  - Monthly water temperature testing
  - Collecting water samples in line with schools Legionella Management Programme
  - Weekly fire bell test
  - Monthly emergency lighting test

#### **Maintenance**

- The Caretaker will be responsible for maintaining appropriate cleaning standards and reporting or actioning issues as necessary or as directed.
- The Caretaker will carry out minor reactive and preventative maintenance, where practicable, and under the direction of the Facilities Manager/Facilities Supervisor. This may include but is not limited to; clearing gutters and gully; minor plumbing jobs; fixing lights.

#### **Other**

- The Caretaker will be responsible for reporting compliance and maintenance testing using the google suite of programmes and communicate via a number of electronic platforms i.e. emails and collaboration platform for facilities management.



- The Caretaker will organise portage arrangements. They may also be asked to move equipment, furniture and set up and reinstate equipment to support school events.
- The Caretaker will be responsible for ensuring that the school is kept at an ambient temperature by monitoring weather forecasts and controlling heating and ventilation as appropriate.
- The Caretaker may be required to undertake the Pool Plant Operators Foundation Certificate and carry out pool water sampling at Green Street Green Primary School.
- The Caretaker will support the Facilities Manager in executing the lock and unlock plan for each school.
- The Caretaker is responsible for maintaining full physical site security at all times to include managing the gate locking regime; ensuring fob entry systems are in working order; ensuring gates are functioning; maintaining all doors and locking mechanisms to an appropriate standard.
- The Caretaker will support fire drill testing and site evacuation procedures. The Caretaker will escalate resulting actions/issues to the Head and/or Facilities Manager as appropriate.
- The Caretaker will be the liaison with other building users (including those hiring school facilities) to ensure the premises meets all stakeholder requirements.

The Caretaker may be called upon to perform any other reasonable site-specific premises maintenance task.

### **PERSON SPECIFICATION**

#### **Skills and Abilities**

- Ability to use relevant equipment, materials and chemicals.
- Competent in the use of google suite or similar software as a primary means of communication and reporting/recording
- Health & Safety including use of chemicals COSHH, Manual Handling, Fire Safety, including drills, use of equipment, practices and procedures, use of ladders, lifting, cleaning etc.
- Understanding of and compliance with child protection procedures and lone working.
- Be able to work as both part of a team and as a lone worker. Be self-motivated.
  
- Driving licence and access to the use of your own vehicle would be desirable.

#### **Knowledge**

- General knowledge of DIY and unskilled maintenance.
- Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials.
- Ability to supervise and train directly employed staff if called upon to do so.
- Ability to communicate with a wide range of people.
- Knowledge and understanding of the security and tenure of the premises.