**Caretaker**

**Location:** Oak Lodge School, Heath View, East Finchley, N2 0QY

**Pay Range:** NJC 12 – 20 (current £31524 to £35448)

**Hours:** 36 hours per week, Mon to Fri, 52 weeks

## **Purpose of job:**

To provide a safe learning environment for all students, a pleasant working environment for all staff and a welcoming environment for all visitors. The Caretaker will report to the Facilities & Site Manager and work as part of the Facilities Team in Oak Lodge School.

## **Key accountabilities/duties/responsibilities:**

* + Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
  + Carry out health and safety checks of buildings, grounds, fixtures and fittings adhering to COSHH regulations (also ensuring compliance with fire safety regulations) and act where hazards are identified, reporting serious hazards to the Estates Manager immediately.
  + Operate and regularly check heating, cooling, lighting and security, including CCTV and alarms
  + Act as a designated key holder, providing out of hours and emergency access to the school site.
  + Carry out repairs and maintenance (including, but not limited to, plumbing, carpentry, painting, decorating and general work), and refer more complex work to specialists promptly in accordance with the Health and Safety (H&S) requirements of the school.
  + Drive school vehicles to garages for repairs/MOTs when required and occasional transportation of students on school visits (covering for absent staff).
  + Maintenance of school vehicles to ensure they are safe to drive and in good condition. This will include re-fueling, tire pressure checks etc.
  + Monitor materials and stock and report to Facilities Manager to order supplies
  + Ensure operation and maintenance of sports equipment and swimming pool
  + Facilitate lettings when required, being mindful that hirers are ‘customers’ and should be treated accordingly.
  + Support with the implementation of risk assessments
  + Provide a clean, healthy, tidy, secure and safe environment for the users of the school buildings and grounds. This will include immediate clean-up of spillages/hazardous waste, unblocking toilets, cleaning up of urine, vomit and fecal matter and any animal waste on premises.
  + Review and implement safeguarding practices in consultation with the Estates Manager and Business Team and ensure that these are followed at all times; in particular security and H & S procedures.
  + Maintain high standards of personal and professional development and support.
  + Ensure all tasks are carried out in compliance with BSET H&S risk assessments and statements.
  + Participate fully in all aspects of the life of the school, maintaining good relationships with children, staff, parents/carers, Trustees, governors and visitors.

**Person specification**

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| **Knowledge, training and experience** |
| Knowledge of procedures and policies in relation to school security, relevant health and safety, COSHH regulations  Able to use appropriate tools to undertake maintenance repairs.  Understanding of appropriate specialised systems such as heating, cooling, lighting and security  Knowledge of the range of regulations and policies governing premises security, repairs and maintenance and the operation of heating, lighting systems  Full Driving license |
| **Skills** |
| **Planning, organising and controlling skills**  Work within school policies and COSHH regulations to plan and complete work that is delivered in the short term.  Organise/prioritise own duties/tasks in response to changing and/or conflicting demands, such as weather conditions, blocked drains/toilets, emergency clean ups and making safe of damages to property eg broken windows as well as routine checking of systems |
| **Communication and influencing skills**  Understanding, influencing, empathising and communicating with people are important considerations in achieving job outcomes. The caretaker is a key member of staff in the school and will be called upon to deal with situations that arise throughout the school day. Respect and personable communication with learners (modelling appropriate communication) and colleagues is essential. Provide advice and guidance on a range of technical and sometimes complex queries and enquiries from contractors on site, school and premises staff.  Build and maintain effective working relationships with colleagues, service users and other organizations to ensure the appropriate level of service is provided. |
| **Initiative and Innovation skills**  Work within team plans, school policies, procedures, internal and external guidelines and statutory requirements  Deliver a direct service to meet school needs and health and safety requirements  Use initiative to plan and prioritise own work and decide on whether to undertake minor repairs, or report emergency repairs to the Estates Team.  There will be a requirement for lone working in this role. |
| **Flexibility**  The caretaker will work with other caretakers within the Trust and under the direction of the Facilities Manager. A flexible approach is required to be able to swap shifts when required and when booking annual leave to fit in with the needs of the organization and other team members. There may be occassions when you might be required to work from one of our other Trust locations in Barnet (eg emergency absence cover) |
| **Essential Skills and requirements** |
| A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.  Knowledge of a broad range of practical tasks associated with building maintenance together with operation of associated tools and equipment.  Excellent DIY skills.   * Painting and decorating * Basic plumbing * Basic wiring (eg how to wire a plug/ change a light fitting) * Replacing door locks * Joinery * Minor repairs   Current UK driving license  Basic vehicle maintenance skills – how to refuel, check tire pressure, water, oil and visual inspection for vehicle roadworthiness.  Committed to continuous professional development and willingness to attend relevant training courses. Some courses are mandatory (ie Pool Plant Operator, COSHH, H&S, working at heights, asbestos, manual handling, building maintenance)  Practical experience of building cleaning and grounds maintenance. Resilience and willingness for prompt cleaning and clearance of vomit, urine and feces to ensure sanitary working conditions and a pleasant environment for students, staff and visitors and to limit the spread of infectious diseases.  Patience and tolerance - this is a special needs environment, and our students have learning disabilities and communication difficulties. Some students find it challenging to regulate their emotions and this can result in damage to property which will require fixing, cleaning and/or making safe.  Security and key holding experience.  Knowledge of Health and Safety and COSHH legislation / requirements and best practice.  Ability to manage own workload, prioritizing health and safety over routine works.  An understanding of the duties associated with the job and the ability to carry them out with and without supervision.  Ability to work well as part of a team and follow management direction. To be adaptable, pro-active and supportive of colleagues, whatever role they are in.  Ability to plan and analyse how tasks can best be achieved and appropriate materials required.  Reliable and trustworthy, for example in opening and securing premises/closing down premises.  Flexible approach and ability to respond to changes or emergencies.  Ability to communicate effectively and appropriately with children, staff, parents/carers and members of the public  Ability to listen, consult others and communicate clearly  Willing to become involved in wider life of the school.  Literacy and ability to complete forms, eg fire alarm testing logs and health & safety records – and some IT skills to be able to complete online school systems where appropriate.  Physical fitness to be able to carry out porterage and physical handling of objects tasks eg moving furniture/ deliveries. Working at heights and can climb ladders/towers.  This is a physically active job involving significant walking around the school grounds to address various maintenance tasks throughout the day.  Willing to work overtime (occasional evenings when meetings or school events are scheduled)  Understanding of and commitment to putting into practice equality of opportunity.  Resident within a radius of 40 minutes to the school. |
| **Desirable skills and requirements** |
| Experience of working in a school or similar public building environment.  Own transport.  Minibus driving experience.  Experience of Portable Appliance Testing (PAT)  Experience of writing or contributing to Risk Assessments  NEBOSH / NVQ or equivalent certification in H & S training  Certification of practical skills and knowledge  Swimming Pool maintenance /water testing experience/ Accredited pool plant operator qualification  Knowledge of fire alarm/ burglar alarm systems. |

This post is subject to safer recruitment checks and enhanced DBS clearance for working with children and vulnerable adults.

The Trust is unable to offer sponsorship for overseas candidates.