

JOB DESCRIPTION

Job Title:	Caretaker
Responsible to:	Office Manager and Headteacher
Main Location:	St Michael's RC Primary School
Grade and Spinal Points:	Grade 3 (Spine Point 5)

Job Purpose:

To be responsible for the security, maintenance, cleaning and safety of the school, responding to any emergencies.

Main Duties

- To ensure that the school and its grounds are maintained as an attractive, clean and safe environment for all its users
- To ensure buildings and the site are secure, including out of school hours and taking remedial actions as required
- To act as designated key holder, opening and closing the site and providing out of hours and emergency access to the school site as necessary
- To procure quotes for routine maintenance work on school premises
- To operate and regularly check systems such as heating, cooling, lighting and security
- To undertake minor repairs (within own capabilities) and maintenance of the buildings and site
- To arrange emergency repairs
- To arrange regular maintenance and safety checks, including clearing gutters, and ensuring manholes are clean and operational
- To oversee on-site maintenance contractors, checking that work is completed to required standards and within required timescales
- To monitor material and stock and order supplies
- To undertake general portage duties, including moving furniture and equipment within the school and receive and distribute deliveries
- To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, and report serious hazards to line manager immediately
- To undertake regular health and safety checks of building, grounds, fixtures and fittings (including compliance with fire regulation) and equipment, in line with other schedules such as means of escape, emergency lighting, extinguishers, asbestos, legionella, perimeter checks, hard surface checks
- To be responsible for the security, maintenance, safety and cleaning of the school, and respond to emergencies and maintenance issues
- Attend training courses and accept a reasonable amount of overtime as and when required
- Organise daily working day incorporating specific requests that require immediate attention
- To undertake such other duties and responsibility of an equivalent nature as may be determined by the Headteacher

Site and Premises Security

- Checking and operating security, alarm and surveillance systems, resetting alarms, reporting faults and operating security procedures
- Monitoring firefighting and alarm equipment and undertaking procedures relating to this responsibility
- Responding, as an approved key holder, to emergencies
- Changing locks and getting keys cut
- Monitoring school property
- Responding to Senior Management requests to deal with intruders on site

Cleaning

- The cleaning of the premises and site, including litter, graffiti, surfaces of drains, areas fouled by pupils, etc.
- Ordering appropriate materials and equipment within the school's budget
- Completing a yearly stock take of materials and equipment
- To plan and deep clean of the premises during school closures
- Training new cleaners in cleaning methods and correct use of equipment
- Keep pathways and driveways, hard core play areas and drainage areas safe and clear
- Stand in for cleaner's absence
- Check weekly cleaning task sheets and distribute new ones
- Ensure individual cleaner's stores are kept fully stocked.
- Timetable service of cleaning machines e.g. buffers

Heating and Lighting

- Operating and monitoring the school's heating system
- Maintaining the lighting facilities in the premises and site, replacing light bulbs, cleaning shades and similar items as appropriate

Maintenance

- General maintenance up to the level of skill, ability, experience or training
- Ensuring that security procedures for contractors etc. coming on site are followed
- Sprinkling rock salt on hard surfaces to maintain safe passage during adverse weather conditions
- Regularly monitoring and reporting on the state of repair of the site
- Dealing with outside contractors, procuring quotations, when required, and monitoring their work on site for progress and health and safety compliance
- Signing clearance documents, when appropriate
- Boarding up of windows and doors when required

Porterage

- Undertaking general porterage such as moving goods being delivered and items being removed from the premises
- Moving items within the premises as appropriate and as requested by Senior Managers, including assemblies, performances etc.

Lettings

- Monitoring lettings and other external users of the site to ensure safe and appropriate use
- Monitoring the site to ensure that the premises are secure
- Carrying out general maintenance tasks whilst letting in progress
- Accept an appropriate share of cover for lettings and after school activities outside normal hours

Health and Safety

- Following health and safety procedures as established by the school and required by legislation e.g. COSHH
- Reporting on problems relating to the safe use of the site and premises and taking emergency action when appropriate
- Undertake first aid training

Administration

- Ensuring that all paperwork associated with the work of the caretaker and cleaners is accurately completed e.g. timesheets
- Investigate complaints, report and complete appropriate paperwork relating to accidents when required
- Draw up repair and maintenance programmes

Liaison with Contractors, Repairs and Maintenance

- Effective liaison with Office Manager and Headteacher should be maintained ensuring that they are kept informed of relevant information of repairs and maintenance
- Contacting contractors and obtaining estimates for repair and maintenance work as required by the school

Working Week

The working week for routine tasks exclusive of emergencies is normally one of 37 hours on a split shift or an alternating shift, dependent on school requirements. However, it may be necessary to rearrange these hours in individual cases in order to meet the needs of the school and this can be done only with the prior approval of the Headteacher after consultation with the Office Manager.

Any approved duty for which an additional payment is made must be done outside the 37-hour schedule.

Payment at the approved overtime rate will be made for work required in connection with any use of the premises for educational purposes or for the letting of the premises which commences after normal finishing time on weekdays and between normal finishing time on a Friday and midnight on Sunday.

With the exception of emergencies, overtime payment will not be made unless the attendance is approved by the Headteacher.

Location:

The role will be school-based and may require you to work from some of our other schools within the trust from time to time.

Special Conditions of Service

- The Postholder may be required to attend evening and weekend meetings.
- The school operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.
- Annual leave will be approved in accordance with the needs of the school.
- The ability to converse at ease with customers and service users and provide advice in accurate spoken English.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

It is the practice of this Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

Person Specification

		Essential / Desirable	Evidence
Qualifications	To possess GCSE English and Maths or Level 2 Literacy and Numeracy.	E	A/C
	Relevant Level 2 in Cleaning or similar	D	A/C
	Full, clean driving license (if applicable)	E	C
	First aid certificate	D	A/C
Knowledge, Skills and Experience	Experience of working in maintenance/trades	E	A/I
	Experience of undertaking DIY, including the use of hand and power tools e.g. drills	E	A/I
	Previous experience in a caretaking role in a school	D	A/I
	Problem solving skills and ability to use judgement to interpret information and make decisions	E	A/I
	Ability to keep calm in emergency situations	E	A/I
	Ability to work as part of a team	E	A/I
	Ability to undertake tasks that require physical effort, e.g. lifting, portage duties, working at height	E	A/I
Technical Skills and Ability	Good interpersonal skills, with the ability to work with colleagues and children	E	A/I
	Ability to complete documentation essential for the duties of the post	E	A/I
	Ability to undertake minor building repairs, DIY and general maintenance	E	A/I
	Ability to prioritise and work to deadlines	E	A/I
	Knowledge of Health and Safety procedures, safe working practices and risk assessments, e.g. COSHH, working at height, manual handling.	E	A/I
	Understanding of the importance of safeguarding/ child protection procedures when working with children	E	A/I
Personal Characteristics	Able to work flexibly, including evening and weekend meetings as required	E	A/I
	Ability to relate to and promote the ethos of the school	E	A/I
	Willingness to update skills and knowledge by undertaking training as required	E	A/I
	Flexible in approach and able to meet the changing demands of the role	E	A/I
	The ability to converse at ease with customers and service users and provide advice in accurate spoken English	E	A/I

Key

E Essential **R** References **I** Interview **C** Certificate **D** Desirable **A** Application

