Fierté Multi-Academy Trust

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Site Caretaker - Level 3
Grade:	5
Working Pattern:	Whole Year
Responsible to:	Headteacher
Responsible for:	Not applicable

Statement of Purpose

To provide efficient and effective caretaking support to the school, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards, and that heating systems operate at optimum efficiency.

Line Management Responsibilities

To ensure:

- Adequate cover for holiday periods.
- Adequate cover for outside normal school hours.
- Providing cover for emergency call out.

Security and Safety

- Unlock and secure premises at agreed times and maintain the key(s) in their possession for emergency call-out.
- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary, and report defects and malfunctions to designated member of the Senior Leadership Team.
- Check fire and security alarms are working effectively.
- Ensure the site is safe, tidy and satisfactory condition prior to use by maintaining vigilance for Health & Safety concerns in and around the building.
- To be responsible for maintaining the security of the premises and its contents including
- monitoring the school's CCTV system.
- Remedial action after break-ins, for example boarding up broken windows. Reglazing small internal windows.
- Undertake risk assessments and COSHH procedures as appropriate.
- To be required to assist with fire evacuation procedures.
- To maintain appropriate checks and records such as surveys, ladder and water temperature checks.

Maintenance and Cleaning

- Dispose of such waste materials arising from the use of the premises as are not covered by
- alternative arrangements.
- Replace such consumables on the premises in appropriate locations as are not covered by
- alternative arrangements, e.g. toilet rolls, soap, towels, etc.
- Clean designated areas not covered by alternative arrangements, e.g. outside areas, car parks,
- drains, boiler house, stores etc. This may include cleaning up after contractors during school
- closure periods.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up
- spillages as required.

- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage
- removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- Carry out the removal of debris from gullies, drains etc. and that the school and ground are litter
- free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- Ensure clear and safe pedestrian access to the school particularly in adverse weather conditions
- (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner, ensuring that it is available for collection as required.

Maintenance and Repair

Painting and Decorating

- To undertake repairs, projects and redecoration tasks as appropriate.

Joinery

- First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break ins, vandalism etc. Minor repairs to fixtures and fittings such as replacing locks,
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.
- Advice, and/or undertake, where appropriate renovation projects Plumbing
- Unblocking sinks, traps and waste pipes. Adjustment and rewashering of taps. Stopping leaks.

Resources

- To undertake porterage tasks as required, including setting up, clearing away and moving furniture.
- To control the provision of toiletry items, including requisition, storage and distribution of such items.
- To monitor stock levels of consumable items such as grit, toiletries, light bulbs/tubes and cleaning materials for which the school is responsible and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records, paper and electronic, including intruder alarm logbook and fire alarm book. To test alarm systems weekly and lighting when appropriate.
- To report emergencies in the case of faults with gas, electric and water supply to the designated member of the Senior Leadership Team or, where not immediately available, CFOO and report minor faults on site to the designated member of the Senior Leadership Team.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.
- To be required to drive the school minibus and/or carry out weekly minibus maintenance checks.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

People Management

- To comply and engage with people management polices and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Health and Safety

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to. Caretakers are expected to be smart in appearance and dress.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Site Caretaker Level 3

Essential Criteria	Measured By
Experience • Extensive experience of working in a site security, maintenance environment.	AF/I
Qualifications/Training • NVQ 3 Building Maintenance & Estates Service, or equivalent qualification in a relevant discipline.	AF/I
Knowledge/Skills • Good understanding and ability to use specialist equipment/ resources. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Full working knowledge of relevant policies/codes of practice/ legislation. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail.	AF/I
Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Can self-motivate and use initiative. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively.	AF/I

• Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	

AF - Application form I - Interview

Note 1:
In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*