



Job Description: Facilities Caretaker

Purpose	Your main duties will be to assist in the running of our Academy site, either working as an individual or part of a team to undertake a range of duties regarding the building environment of the school, ensuring the safety and security of users. This post will require physical effort, for example when moving furniture and other equipment such as desks, tables, chairs and DIY equipment. Awareness of, and adherence to, current health and safety codes of practice. Repair and maintenance of equipment.
Reporting to	Senior Facilities and Estates Manager
Salary	Grade 13

Key Responsibilities	<p>Security</p> <ul style="list-style-type: none">• To act as a primary key holder.• Ensure the Academy's buildings are opened and closed at the appropriate times and safe access/egress from the Academy site is always maintained. This will include ensuring the security of the Academy premises and grounds by closing windows, locking doors/gates and setting of alarms etc.• Liaise with security services and deal with alarm systems as appropriate.• Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).• Lock/unlock premises and check for vandalism/break-ins.• Liaise with emergency services (eg Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc when the Senior Facilities and Estates Manager is absent.• Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.• Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher and Senior Facilities and Estates Manager. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.• Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.• Make safe gas, water and electric power when locking up. <p>Cleaning</p> <ul style="list-style-type: none">• To clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from hard/soft ground areas related to the site.• Remove graffiti from internal and/or external walls, windows etc, using appropriate cleaning equipment and materials.
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- Report any cleaning concerns to the Senior Facilities and Estates Manager.
- Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.
- Transport refuse to bin/skip areas from agreed collector points.
- Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
- Ensure safe pedestrian access, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather to facilitate safe access of students and staff to premises. Grit as necessary.
- Mop up and remove spillage, floods, vomit, and obnoxious waste in-line with agreed procedures.
- Keep signage clean.
- To clean floors, potentially of a wide variety of different surface materials, by hand and/or machine and using a variety of cleaning products and chemicals.
- To clean furniture, fittings, soft furnishings and equipment.
- To clean toilets/washrooms and the fixtures and fittings in these areas.
- To clean at height, including vertical surfaces, walls, doors and partitions, which may include cleaning glass and working off steps and/or stepladders, moveable towers and scaffolding.
- Responsible for the periodic stripping and resealing of hard surface floors.
- Work collaboratively with the cleaning team to ensure the smooth running and delivery of cleaning services.

Health and Safety

- To take appropriate action to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment.
- Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
- To ensure duties are undertaken in accordance with The Academy's Health and Safety Policy including risk assessment and safety systems and to wear protective clothing as required and in-line with health and safety protocols.
- Ensure procedures are followed in the event of an emergency eg fire evacuation.
- The postholder will be required to undertake training to become a qualified First Aider.
- Training in manual handling, working from heights and COSHH will be provided.

General Duties

- Gain knowledge of the use and location of the Academy's plant/equipment, utility intakes, meters, alarm system, fuse boards, stop cocks, CCTV etc.
- To impart special skills and knowledge to other colleagues as appropriate.
- Maintain a visible presence when on duty and remain contactable via walkie talkie. The postholder will have a general awareness of unauthorised vehicles, visitors or activity on site that might pose a safeguarding or security risk to the Academy community.
- Set up for events/assemblies/meetings/exams as necessary and prepare the premises for use, eg setting out of furniture and equipment, whilst ensuring due regard for health and safety. Clear and clean up after events, preparing areas for normal use.
- The Academy premises may be used/hired during evenings and weekends for school activities or outside hirers. The postholder will be expected, by mutual agreement, to attend during lettings for which additional payments will be made. The post holder will be required to work flexibly to cover absent colleagues.
- Brief the designated person hiring the premises on the features and emergency procedures for the building.

- Monitor, order and take delivery of premises cleaning equipment and resources and arrange their safe storage and distribution.
- Deliver/move parcels and packages to the appropriate departments/personnel.
- Maintain, if required, tubs and planters around the Academy.
- Arrange temporary signs in car parks and buildings as necessary.
- Deal with lost property in accordance with agreed procedure.
- To work as part of a team and form good relationships with other colleagues.
- To maintain confidentiality over matters relating to the Academy, students, staff or parents.
- To respond in a courteous manner to enquiries from the Academy community and external visitors as appropriate.
- Actively participate in any appropriate training when required.
- To complete Academy-based induction and any subsequent training required to improve performance.
- The postholder should have a clean driving licence to enable them to drive the mini bus.

Administration

- Support the Senior Facilities and Estates Manager with maintaining iAM Compliant and other information systems appropriate to the post and needs of the site.
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.
- Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- Support the Senior Facilities and Estates Manager in obtaining equipment and supplies and ensuring sufficient and proper use of materials and equipment provided in relation to the job of caretaking and cleaning.

Maintenance

- To monitor all contractors' personnel on site and ensure that work is satisfactorily completed when the Senior Facilities and Estates Manager is absent.
- Accompany contractor on/off site as necessary.
- Carry out weekly minibus checks, reporting any concerns.
- Identify and report damage/deficiencies to the building, fixtures or fittings to the Senior Facilities and Estates Manager and carry out any remedial repairs or actions to make safe. This may involve arranging emergency repairs and obtaining quotes from contractors.
- To carry out basic maintenance work following appropriate training.
- To ensure that arrangements for the maintenance, minor repairs and modifications are affected as quickly as possible.
- To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building equipment and furniture.

i.e. General maintenance of building:-

- Plumbing i.e. leaking taps
- Joinery i.e. boarding up broken windows
- Painting/Decorating
- Plastering to small areas
- Electrical i.e. make safe broken light switch/sockets plugs
- Tape over or isolate from further use. Report repair at earliest opportunity
- Gas leaks etc isolate, turn off gas supply. Report repair at earliest opportunity
- Others as necessary within the capabilities of the postholder

Additional Responsibilities	<ul style="list-style-type: none"> • Clean lights and light fittings. • Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse. • Fuse Boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent. <ul style="list-style-type: none"> • The postholder will follow the Academy's Health and Safety Policies and procedures and adopt safe working practices. • Due to the nature of the role, this is not an exhaustive list and the postholder will be required to carry out other tasks relevant to the grade. • Perform duties in-line with health and safety and COSHH regulations, and take action where hazards are identified, reporting serious hazards immediately to the Senior Facilities and Estates Manager, Operations Manager or SLT. • Appreciating and supporting the role of other professionals. • Attending relevant meetings, as required. • Participating in training and other learning activities and performance development, as required. • Being aware of, and complying with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person. • Contributing to the overall ethos/work/aims of the Academy. • To ensure the aims, priorities and policies of the Academy and Trust are adhered to. • Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times. • Undertake additional duties commensurate with the grade as directed by your line manager. • Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation. • Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress. • The postholder will be part of a wider Trust Caretaking Team and there may be a requirement to work across other Trust schools. • Take on additional responsibilities, as required by the Headteacher and the Executive Leadership Team of the Wessex Learning Trust. <p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Trust's Child Protection Procedures will be followed alongside implementation of the Trust's Disciplinary Procedures.</p> <p>This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.</p>
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This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature (Line Manager):	
Date:	