



JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

Handyman: JOB DESCRIPTION

Line of responsibility:

The Handyman will be directly responsible to the Head of School. The post holder will work largely on his/her initiative subject to the general and specific direction of the Head of School and will directly supervise the work of the cleaning staff or monitor the work of contract cleaning staff (as appropriate.)

Job purpose:

- To provide a clean and safe environment for users of the school buildings and grounds.
- To carry out caretaking and a wide range of site maintenance duties.
- To open and close the school buildings for the letting of school premises on an evening and weekend rota.

Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head of School.

Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Key Accountabilities:

- To ensure that the buildings and school site are secure, particularly out of school hours, and to attend rapid response call-outs as required.
- To undertake basic maintenance of heating, lighting, plumbing and security systems to ensure they operate safely and efficiently.
- To arrange facilities for hirers as specified.
- To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- To perform duties in line with health and safety requirements and take remedial action where hazards are identified.
- To report serious hazards to the Head of School and Facilities Manager immediately.
- To assist in the monitoring of goods inwards and deliver to departments.
- To help to maintain the school grounds to ensure they are fit for purpose.
- To carry out any other duties as may from time to time be required by the Facilities Manager.
- To maintain confidentiality.
- To participate in training and other learning activities and performance development as required.
- To keep a diary of events and contractor visits and scheduling routine maintenance.

CORE DUTIES

1. Security

Carry out the security procedures required, including opening and closing for routine and non-routine uses.

- Opening and closing, unlocking and locking of school gates and buildings (see notes).
- Open and close the school for evening use at times arranged by the Head of School.
- Un-setting and setting of school alarm system.
- Responding to, and resetting of, the school alarm, liaising with the police and alarm company.
- Checking and securing the school premises subsequent to out of hour's intruder alarm activation.
- Register as main Key Holder and be the first point of contact in an emergency callout situation. Providing such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or similar emergencies.
- Overall security of the school premises including the locking of all windows and doors and the drawing of window blinds.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.

Notes:

am Switching off security alarm

Unlocking of gates and entrance doors and checking as far as is practicable that the premises have not been disturbed. Switching on/off lights as might be required.

Opening of windows as might be required

pm Walking around premises, physically checking that windows are closed, lights switched off and internal doors locked as might be required. Locking of external doors and gates, setting of security alarm. Checking no one is left in the building.

2. Heating of Building and Hot Water systems

- Operate heating plant so that the required temperatures are maintained and an adequate supply of hot water is available.
- Carry out frost protection procedures. Ensure that adequate supplies of fuel and monitor energy conservation.
- The switching off of all lights and appropriate electric plug sockets.
- Ensure that all lights and heating are working effectively.
- Read Gas, Electric and Water meters as required.
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there.

3. Maintenance of Building and Equipment

- Carry out routine procedures and inspection of ancillary equipment e.g. pumps, batteries, window blinds, etc.
- Replacement of light bulbs and tubes.
- Ensure that caretaking (and where applicable, cleaning) equipment is in safe and in proper working condition.
- Carry out first line repairs which are not beyond the scope of an unskilled handyman.
- Daily check of roofs for pooling, loose tiles, plant growth etc.
- Ensuring that all drains and gullies are free-flowing and clean. Cleaning blockages should these occur.
- Clean roller shutters, soffits, bargeboards and external lights.
- Keep all hard surfaces free of moss and weeds.
- Disinfect drains and dustbins regularly.
- Make safe any hazards and ensure that the area is cordoned off.
- Drawing the attention of the school's property advisers, and the Head of School, to any repairs or maintenance work which is beyond the competence and responsibility of the caretaking staff and maintaining the associated paper work.
- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.

Notes:

The Caretaker's activities are limited to situations where safe access can be obtained.

4. Outside Duties

- Ensuring that all hard areas and paths are free from litter and excessive accumulation of dirt or rubbish.
- Emptying of letter baskets or bins.
- Disposal of all rubbish. Cleaning dustbin areas.
- Keep paths, entrances free of ice and snow to ensure the safety of students, parents, staff and visitors.

5. Supervision

- Carry out the duties required to supervise cleaning staff and to keep the appropriate records.
- Planning his /her work allocation and that for cleaners, subject to the requirements of the Head of School.
- Supervision of cleaning staff and monitoring of cleaning standards.
- Drawing the attention of the Head of School and cleaners any problems relating to the cleaning.
- Monitor the work of contractors working on site.
- Be responsible for ordering cleaning equipment.
- Noting, monitoring and reporting any defects in the school buildings to the Facilities Manager.
- Completion of site diary, work records and other paperwork as may be required.

6. General Duties

- Returning to school between shifts if required.
- Overhaul of school Hall floor on an annual basis.
- Regular buffing of school Hall floor.
- Upkeep and general care of the school.
- Unlocking and re-locking bins in preparation for pick-up.
- Ensuring that external rubbish is stored appropriately.
- Cleaning and tidying of the internal school building.
- Cleaning of internal glass, internal and external door glass and internal side of external windows.
- Cleaning of external windows at ground level.
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- To empty internal communal rubbish bins daily and work with pupils on recycling initiatives.
- Ensuring that the cleaning of toilets and toilet areas is done, and the replenishment of toiletries is carried out.
- Emergency cleaning in the absence of cleaning staff during normal session time (including the lunch break) e.g., spillage of paint, children being sick etc.
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. Appropriate painting and redecoration.
- General portage duties and moving of furniture for example laying out and stacking of chairs, desks, tables etc.

- Preparing for school and after school activities, including community use, cleaning and cleaning up after these activities, within the normal working week.
- Assisting teaching staff with simple tasks as requested.
- Checking damage/security every morning on arrival at the premises.
- Preparation of Hall for functions as required.
- Receive and check goods and supplies and take them to the appropriate place for storage.
- Ensure that all refuse is disposed of promptly and stored away from the main building.
- Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet.
- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms weekly. Maintain test register.
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level.
- Report any defects of building, furniture, fittings and equipment to the Facilities Manager
- Provide the services required by the Head of School.
- Attending to such duties appertaining to the premises as may occur from time to time.

Notes:

Ensure that those areas of the school environment within the scope of the caretaker's duties conform to the Health and Safety at Work Act, 1974, and the Fire Regulations.

7. Emergency Situations

- Provide access to the building and its utilities in the event of an emergency, at the request of the proper authorities.
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.

8. Lettings

- **Lettings/Community Use:** Provide services as required by the Head of School, during the normal working day or beyond in accordance with the current Provincial Agreements.
- **Weekend Duties:** It is anticipated that caretaking services associated with weekend use of the school will be required. Subject to local agreement, it is expected that caretakers may be asked to provide these services for a reasonable number of such functions. Payment at the appropriate rate will apply.
- **Lettings do not include regular openings, or openings during normal working hours. They do not include school functions, i.e. parents evenings, performances, governors meetings, etc. which are paid as overtime if they are outside of the site manager's normal hours. Callouts are paid as overtime, unless as a result of site manager negligence.**

9. Cleaning Duties

Cleaning duties allocated to caretaking staff must be performed in accordance with the school cleaning specification.

10. Lone Working

The post holder is to observe the recommendations by DLPT regarding working alone in schools. Due care and attention should take place at all times and any emergencies or major incidents are to be reported to the Head of School as soon as possible.

11. Training

Caretakers need to keep up to date with legislation and training. Courses may need to be undertaken from time to time and hours may be varied to accommodate such training.

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short listed candidate's references will be taken up at interview.