

Portico Academy Trust



Job Description

Position:	Lead Caretaker
Grade:	Level 6, points 13-20
Hours:	37 hours per week split across Monday to Friday equally, 52 weeks per year. Hours of work will be between 6:30am and 6pm and as directed by needs of the role.
Responsible to:	Director of Estates

Purpose of Job:

The Lead Caretaker will contribute to the smooth running of the trusts schools by organising and leading the daily activities of the wider site team, and taking ownership of swimming pool operations.

Additionally, the Lead Caretaker will carry out a range of caretaking duties including security, supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance. To ensure Health and Safety procedures and guidance are adhered to at all times. Also, responsibility to keep the external as well as the internal building safe for use at all times.

Example Duties and Responsibilities:

Take responsibility for organising the general caretaking workload of site caretakers across assigned school(s).

Ensure helpdesk tickets are assigned and actioned appropriately.

Ensure daily/weekly/monthly compliance activities are carried out according to Trust SLA's.

Liaising and managing contractor activity on site to ensure that work meets the expectations laid out by the Director of Estates.

Act as the main site contact for the Principal(s), and other school leadership as required.

Maintain regular effective communication with the Director of Estates in regard to ongoing projects, issues, caretaker performance and any other site related activities.

To adopt a flexible attitude to the working hours to cover other site staff absences.

Provide cover for caretaking staff in instances of absence due to sickness or leave.

Security and Supervision

To act as a key holder for assigned school(s), carrying out security procedures for the buildings and grounds. The routine and non-routine opening and/or closing of premises and grounds.

Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.

Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice for Managing Violence in Schools).

Responding to calls outside normal working hours. For example, as a result of break-ins etc. and/or the setting off of the intruder alarm(s), or where applicable swimming pool issues.

Ensuring all service providers are escorted around the site at all times when children are on site.

Caretaking and Maintenance

Undertaking any cleaning as required or as the need arises.

Where required grounds work including litter picks and leaf collection will be required. Appropriate PPE will be made available for poor weather.

Where appropriate, safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.

Washing and cleaning of diffusers and replacing bulbs/tubes. If this involves work at a high level, training and/or equipment to be arranged.

You will be required to monitor the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Director of Estates.

Draw attention to the Director of Estates or Estates Operations Manager to any repairs or maintenance work required at the premises that is beyond the competence of the caretaking staff.

Check site routinely for hazards, including animal excrement.

Ensuring all paths and walkways, both internally and externally, are free from obstruction and safe to use.

Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder including, but not exhaustively:

- Basic electrical works, for example replacement of fuses, sockets etc.
- Plumbing work - e.g., repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.
- Redecoration as appropriate
- Plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of shelving or similar fittings
- Fencing and boundary repairs, e.g., mending broken fencing panels or stakes, repairing holes in chain link fences etc.
- Glazing work, such as replacing smaller windows. re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double-glazed units or window at a high level

Ensuring that all areas within the site are free from litter.

Make sure bins are not overloaded and appropriate contents are allocated (dry/paper waste, general waste, food waste) making sure bins are clean and stored appropriately.

Ensure that all drains and gullies are free-flowing and clean.

Taking delivery of stores, materials and other goods and conveying them to their points of distribution.

Dispatching goods, materials etc. including registers, milk and fruit if applicable.

Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures during colder months.

Carrying out routine procedures and/or checks on ancillary equipment, e.g., checking batteries, automatic pumps and areas subject to flooding.

Carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Carry out routine maintenance checks on a variety of different items including, but not exhaustively:

- Testing for Legionella on all taps and pipes as appropriate
- Fire call point testing
- Playground equipment checks
- Emergency lighting testing

Salt/gritting of grounds during icy periods and clearing of snow from paths.

Removal of graffiti and vandalism to the property when/where necessary.

Cleaning of areas after child sickness.

Further checks maybe added as required to ensure sites and equipment remain compliant with future legislative changes or general improvements in the safety of the schools.

All checks are carried out digitally and submitted to the Director of Estates on completion.

Swimming Pool (if applicable and appropriately trained)

The Lead Caretaker will take ownership of swimming pool operations to ensure effective operation, with the support of the wider site team in your absence or as directed, to undertake such duties as:

Operate the pool plant machinery.

Ensure that swimming pool testing is completed and that the pool is 'safe to swim' on a daily basis, reporting to Director of Estates should any problem arise and support is needed.

Ensuring all pool chemicals are topped up, to provide adequate pool treatment during the working hours of the pool.

To be the main 'on call' pool contact outside of normal school hours.

Outdoor Learning Areas (if applicable)

To maintain the outdoor learning area, ensuring it is safe and fit for purpose at all times.

To bring to the attention of the Principal and Director of Estates any issues regarding health and safety of the outdoor learning area, where possible resolving the issues at source.

Support the learning in the outdoor learning area, where appropriate, by assisting preparation of resourcing before lessons.

Other duties

Covering of lettings, during the week and/or weekend. This is to be in consultation with the post holder and the school to ascertain availability for resource. Any other related duties as appropriate in accordance with any local agreement.

Requests for authorisation of foreseen overtime are made in advance, where appropriate.

General

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. The above is the indication of the requirements of the post, and is not meant to be inclusive or exhaustive. Any task that needs to be reasonably undertaken, should be undertaken whether or not included in the above.

The post holder will undertake any relevant training.

The post holder is expected to show a responsible attitude toward Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the Trust's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The Trust is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the Trust and your current and future roles and responsibilities throughout your professional career.

Portico Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.