

Job Specification

Job Title: Senior Caretaker

Grade: G5

Job Evaluation Code: GS5552

Reporting to:
Headteacher

Manager's Grade:

Location: Schools

Service Area:
Schools and Lifelong Learning

Service Directorate:
Children & Young People

Workstyle: Workplace based

Overall Purpose of the Post:

Under the instruction/guidance of appropriate senior staff: provide maintenance & security services on school sites & premises.

Requirements for the post.

	Essential	Desirable
Qualifications/ Training	<p>Willingness to undertake induction training</p> <p>Good numeracy/literacy skills / GCSE (or equivalent) Maths and English</p> <p>Specific training in specialist area</p> <p>Willingness to participate in development and training opportunities</p>	<p>NVQ 2 or equivalent qualification desirable</p> <p>Support Work in Schools (SWiS) Level 2</p>
Knowledge	<p>Willingness to develop knowledge of use of ICT and other specialist equipment/resources</p> <p>Working knowledge of relevant polices/codes of practice/legislation</p> <p>Knowledge of Health & Safety procedures and precautions</p> <p>Knowledge of COSHH regulations</p> <p>Awareness of health and hygiene procedures</p> <p>Knowledge of moving and handling procedures</p>	
Experience	<p>Relevant experience desirable</p> <p>Handyperson experience</p> <p>Caretaking/site-keeping experience in a school or similar environment</p>	
Physical Skills	<p>Use of ICT and other specialist equipment/resources</p>	
Competencies and other skills required	<p>Self motivation</p> <p>Ability to relate well to children and adults</p> <p>Team-leading skills</p>	

Key Outcomes/ Activities

TASKS – MAINTENANCE

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Undertake lettings and carry out associated clerical tasks
- Provide emergency access to the school site

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Headteacher
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections and identify defects and record repair and maintenance requirements
- Collect and assemble waste for removal
- Undertake emergency & specialist cleaning tasks
- Undertake cleaning duties such as graffiti removal, litter-picking
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors & undertake client role in connection with premises-related contracts
- Co-ordinate work of cleaning staff
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Maintain swimming pool (where applicable) and other specialist sports equipment after specialist training

KEY ACTIVITIES – RESOURCES

- To advise the Headteacher on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports

as required

- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To assist in safety audits of the premises and contribute to relevant risk assessment activity
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

KEY ACTIVITIES –ORGANISATION & SUPERVISORY

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assisting in management, administration and operation of lettings system
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate
- Liaise with line manager & attend meetings as required

RESPONSIBILITIES

- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils (staff & visitors)* at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Ensure health and safety policies and procedures are complied with at all times
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

Supervision of Cleaning Staff and other caretaking staff where appropriate (please provide details of specific numbers of staff and grades)

Financial:

As determined by the Headteacher or Premises Manager

Physical:

Effective use of materials and resources

Customers and Clients:

The post involves some direct impact on the well being of pupils/staff through undertaking tasks or duties related to the post.

Working Conditions:

The nature of the post may involve some ongoing considerable physical effort, e.g. lifting or carrying of equipment, pushing or pulling items of moderate weight, relating to the nature of the role.

The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.

Characteristics of the post:

The ability to regularly attend meetings as required by the Headteacher or Premises Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
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The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date completed: August 2011