

### **Job Description**

<b>Job Title</b>	Caretaker (Secondary)
<b>Grade/Salary</b>	Grade 5, Scale Point 7 - 11
<b>Reporting to</b>	Assistant Estates Manager (Secondary)

#### **Job Purpose**

Primarily working within a secondary school and under the instruction and guidance of the estates management team, delivery a well maintained, safe, secure and clean working environment for the school.

#### **Key Responsibilities and Accountabilities**

##### **Key Duties and Responsibilities**

- Take responsibility for the management and delivery of reactive maintenance tasks.
- Undertake compliance checks as required (e.g. Legionella, fire alarm, emergency lighting, fire doors) and recording evidence on a computerised system.
- Provide day to day supervision to a team of cleaners, ensuring duties are carried out to the highest of standards.
- Where required undertake cleaning tasks, using specialist equipment as necessary.
- Maintain site security through locking and unlocking the school's buildings, setting the security alarm and other security systems where applicable.
- Conduct regular security checks, identify security risks and report any security breaches to the Assistant Estates Manager.
- Operate and respond to alarm systems where appropriate.
- Safeguard pupils in the event of an incident (lockdown/evacuation).
- Co-ordinate deliveries, maintain sufficient stock levels of key products in a secure store.
- Undertaking and participating in the organisation and movement of furniture and equipment within the school, or as required across the other schools.
- Maintain and arrange orderly and secure storage of supplies.
- Use all provided equipment and materials in a safe manner, following manufacturers' guidelines where applicable.
- Where maintenance requires a skilled tradesperson, arrange and oversee the reactive maintenance repair using the list of Trust pre-approved minor works suppliers. Ensure the works are satisfactorily completed and signed off.
- Undertake basic record keeping as directed.
- Promote and manage energy efficiencies where possible.
- Undertaking activities to maintain a safe and clean environment, both internally and externally, for example checking the functioning of toilets, litter picking, removal of rubbish bags, clearing autumn leaves, sweeping paths, maintaining safe and clear paths in adverse weather.
- Take responsibility for the management of chemicals within the school in line with COSHH regulations.

- Refill and replace consumables e.g. soap and towels, placing orders for stock as required.
- Manage contractors on site, ensuring they follow safe working practices as set out in their RAMS, agreed with the estates management team.
- Be aware of and report building hazards, rectifying through reactive maintenance where possible.
- Assist in the management and operation of lettings where applicable.
- Liaise with the Trust estates management team to manage contractors and projects procured and developed by the Trust as required.
- Carry out any other reasonable duties as requested by the Headteacher or the estates management team.
- Operate relevant ICT packages (e.g. Microsoft office applications, email and compliance software).

#### **Relevant working conditions**

- The nature of the post may regularly involve considerable physical effort, for example manual handling of furniture and equipment.
- There may be some exposure to disagreeable, unpleasant or hazardous environmental working conditions or substances.
- Requirement to react to call outs relating to security/weather/building maintenance issues.
- This is an all year round post and there will be a requirement to co-ordinate annual leave with the estates management team to ensure supervision of contractors during holidays is in place.

#### **Responsibilities for Resources**

- Safe and appropriate operation of equipment and use of materials as required.
- Maintain, clean and secure all equipment or materials after use.
- Maintain chemicals in line with COSHH regulations.

#### **Responsibilities for Budget and People**

- As above.
- Requirement to raise requisitions and liaise with the estates management team regarding site expenditure.

#### **Performance Management and Review**

- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.

#### **Other Duties and Responsibilities**

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.

- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Ensure you understand and comply with the Trust health and safety policy by following all relevant procedures.
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Work effectively as part of a team.
- Treat all users of the school with courtesy and consideration.
- Be flexible and willing to work between different schools as required.
- Maintain a flexible attitude towards working hours and duties.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

**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.**

### Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	Level 2 Numeracy/Literacy (or GCSE Maths and English equivalent).	E	✓	✓
2.	Cleaning and support services NVQ Level 3 <b>or</b> equivalent experience or equivalent qualification, or willingness to train to achieve these.	D	✓	✓
3.	Health and Safety related qualifications or accreditations.	D	✓	✓
Experience				
4.	Experience of undertaking maintenance tasks (repairs etc.).	E	✓	✓
5.	Caretaking/cleaning/site keeping experience in a school or similar environment to a high standard.	E	✓	✓
6.	Experience of supervising/directing a team.	D	✓	✓
Abilities, Skills and Knowledge				
7.	Willingness to gain knowledge and perform basic plumbing, electrical, decorating and maintenance tasks.	E	✓	✓
8.	Willingness to gain knowledge of health and safety procedures and precautions.	E	✓	✓
9.	Willingness to gain awareness of COSHH regulations.	E	✓	✓
10.	Experience of operating within a health and safety framework.	E	✓	✓
11.	Knowledge of moving and handling procedures.	E	✓	✓
12.	Willingness to gain knowledge of cleaning products required to meet high cleaning standards.	E	✓	✓
13.	Ability to use a computer tablets to input data, record data on a spreadsheet and communicate using email.	E	✓	✓
14.	Use of equipment/resources required to maintain a school building.	E	✓	✓
15.	Ability to work as part of a team and direct the day to day duties of a team.	E	✓	✓
16.	Willingness to use relevant equipment to clean and maintain the site.	E	✓	✓
Personal Qualities				
17.	Ability to relate well to children and adults.	E	✓	✓
18.	An excellent record of attendance and punctuality.	E	✓	✓

No.	Categories	Essential or Desirable	Assessed by:	
			App Form	Interview or Task
19.	Reliability, integrity and stamina.	E	✓	✓
20.	Able to think clearly in emergency situations.	D	✓	✓