St Bartholomew’s School



**Job Description**

Post: Caretaker (Site Supervisor)

Line Manager: Facilities Manager

Salary Range: APT&C scale 14 -17

**Job Purpose**

* To support to the school regarding the management, operation, maintenance, security and cleaning of the school site and buildings and grounds in order to meet the needs of the staff, Headteacher and governing body.
* To actively contribute to ensuring that the school buildings and site continue to sustain the very high standards achieved in a new building that was built for purpose.
* To be the onsite point of contact for all out of hours lettings ensuring they run smoothly.

**Principal Responsibilities**

Under the direction of the Facilities Manager or his/her representative to:

**Health and Safety**

* Always work in a way which promotes a safe environment for the individual and the wider community.

1. Take appropriate action and then alert the Headteacher or his/her nominee to potential health and safety problems in the school.

**Security/Lettings**

* Setting up furniture, staging and seating school events (tables, chairs, seating and staging).
* Liaise with relevant hirers, ensuring that areas used are prepared in accordance with their specific requirements (this will include moving desks and chairs).
* Ensure the security of the school site, and take appropriate action to remove trespassers and minimise any vandalism.
* Support and promote the school’s lettings policy. This will include liaising with hirers and ensuring compliance with any regulations in force at the time.
* Be available for remunerated ‘call outs’ on an occasional basis, by agreement.
* Ensure that the school building is ready for teaching and learning following after each letting or event.

**Managing Contractors**

* Undertake responsibility for the cleanliness of the school premises by monitoring the contractors’ team, managing daily audits and undertaking any specific cleaning duties required by the Facilities Manager.
* As required, liaise with and report upon the work of contractors on site.

**Cleaning**

* Carry out cleaning and polishing of large floor areas, windows, walls and other tasks specified from time to time. Suitable training will be provided as required.
* Actively remove graffiti and prompt remedial decorating.
* Ensure that the school has a sufficient stock of consumables.
* Regular check of toilet facilities. This will include checking of cisterns, chains, bolts, hand dryers, paper, soap etc. to ensure the safe and hygienic operation of the toilets. When necessary carry out remedial cleaning.
* Sweep and mop all areas used by the Saturday hirers.

**Maintenance**

* Assist the maintenance team when required with basic tasks.

**Deliveries/Distribution/Internal Post**

* Receive, transport, store and porter deliveries to the school site and undertake general porterage duties.
* Deliver internal mail and all resources across the school.

Undertake any additional duties which may from time to time be required.

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| Signed ………………………………………...................  Julia Mortimore, Headteacher | Dated ………………………………………… |
| Signed ……………………………….....……….............  Postholder | Dated ………………………………………… |

St Bartholomew’s School



# **Person Specification**

Post: Site Supervisor

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| Key Criteria | Essential | Desirable |
| Qualifications and Training | * Good basic educational standard |  |
| Competence Summary (Knowledge, abilities, skills experience) | * Good organisational ability * Awareness of building and health & safety regulations * Experience of site security |  |
| **Work-related Personal Requirements** | * Confident enough to work on own initiative * Good at relating to a wide range of people * Flexible approach to tasks * Adaptable * Committed to the concept of total quality in all aspects of work * Willing to work as part of a small team * Capable of working under pressure * Ability to work in a way that promotes the safety and wellbeing of children and young people * Willing to undertake training if required | * Willing to participate in call outs if required |