 **Old Palace of John Whitgift School Head Caretaker**

**JOB DESCRIPTION**

**Line Manager:****Facility Manager through to the Head**

**Responsible for: Line management of caretakers**

**Main Purpose**

* To maintain a commitment to safeguarding and to promoting the welfare of children and young people;
* To manage proactively all premises activities across the site, resolving issues quickly and effectively to maintain a safe, secure and pleasant learning environment for pupils/students, staff and visitors.
* To take responsibility for unlocking, locking up and securing the site and overseeing Lettings in order to maximise/ensure the security of the site.
* The successful candidate will be required to act as principal key holder.
* To manage and deploy the Caretaking staff and to oversee contractors providing services to the School in order to ensure that these are not only of the highest standard but conform to the necessary regulations.

**Key Responsibilities**

1. **Security and Associated Duties**
* To act as the first keyholder, responding to emergency call-outs and contacting approved suppliers as appropriate, so that safety and security is maintained, risk minimised and the buildings protected.
* To ensure systems are in operation to keep the school secure, including entry systems, intruder and fire alarms, making sure that these are set when the school is closed.
* To be responsible for the security and safe custody of keys, signing issued keys in and out as required.
* To ensure that the building is locked and secure at the culmination of the working day and unlocking in preparation for commencement of the school day, delegating as required.
* Working flexibly to support the school with events e.g. parents evenings, summer and Christmas Fairs. This will involve some pre-arranged evenings and weekends.
* To ensure that the car park is secured and that cars parked in it are official
1. **Premises Management**
* To manage, supervise and oversee the Caretaking Team.
* To oversee the planned maintenance programme to maintain the general upkeep of the premises and to regularly assess the condition of the buildings, reporting any defects and assessing the nature and extent of any repair required.
* To undertake cleaning, minor repairs and maintenance within the post holder’s competence or those of the team, arranging for repairs to be carried out by qualified contractors, following the principles of “best value”.
* To take responsibility for the ordering, receiving and storage of goods, maintaining an inventory of tools and premises equipment and furniture, fixtures and fittings.
1. **Health & Safety**
* To comply and implement the Foundation Health and Safety Manual.
* To make safe any hazards on site, reporting any hazards or defects which cannot be resolved to the FM.
* To maintain the relevant records for the weekly/monthly/termly/annual checks as laid down in the H&S manual
* To oversee regular inspect/tests on the fire extinguishers, lifts, fire, intruder alarms and to retain records.
* To ensure that all fire exits and escape routes are free from obstruction at all times.
* To be a member of the School H&S subcommittee and to attend meetings.
1. **Mini Bus/Transport Plan**
* To support the mini bus/transport plan and to undertake driving duties as required by the Transport Co-ordinator.

1. **Grounds Maintenance**
* To be responsible for ensuring that the grounds are retained at the high standard.
* To ensure that the team and Gardeners undertake any grounds work (cutting grass/cutting back foliage/trimming hedges etc.) as required.
* If machinery is used e.g. grass cutters/lawn mowers to ensure that the relevant H&S aspects have been completed and complied with.
1. **Lettings**
* To assist with the Lettings as agreed with the FM/Head.
* To ensure that the Lettings signatories adhere to the H&S requirement.
* To ensure that the Lettees are fully conversant to the fire evacuation procedures.
* To ensure that the facilities are set up for the hirers in accordance with the hire agreement, and that the area is left clean after use.
* To resolve any last minute issues with the hirer.
* To liaise with the Finance Department re invoicing
* To report any damage applicable to the Let timeously so that it can be invoiced, as required.
* To ensure that the team patrol during the Let on a regular basis to secure the main areas that are not a part of the hire agreement.
* To ensure that the team are well turned out for any Let.
1. **General**
* To ensure that the caretaking team receive appropriate training in accordance with their role and responsibilities and to retain records.
* The post holder will be expected to arrange holidays/sickness cover within the team to ensure there are sufficient staff on site at all times.
* To plan for and undertake school patrol Crossing duties, as required
* To ensure that the team wear their uniform at all times, are smart and are identifiable as representing the school.
* To undertake other various responsibilities as directed by the FM.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people and expects all staff to share this commitment.

**PERSON SPECIFICATION**

**Qualifications:**

* Right to work in the UK
* Understanding and ability to apply regulations such as H&S, fire, manual handling and COSHH regulations)

 **Experience**

* Previous experienced in school caretaking, building or other relevant maintenance work is essential.
* Experience of plumbing, carpentry or electrical work is desirable

**Personal Characteristics**

* Excellent team leader with a “can do” attitude and with the ability to prioritise tasks.
* Helpful, caring and willing to undertake extra tasks and support colleagues
* Strong oral communication skills, with the ability to communicate tactfully and affectively
* Self motivated with the ability to work calmly under pressure.
* Flexible and proactive attitude.

**Specific Skills**

* Good level of literacy and numeracy
* Ability to manage, motivate and develop an effective team including managing and reviewing performance against agreed targets.
* Ability to organise, manage and supervise the work of others (e.g. caretakers, cleaners and contractors) setting the required standard.
* Ability to use computer control systems Word, Excel and Outlook and undertake basic administrative tasks with them
* Must be physically able to undertake the role.
* Basic skills in plumbing, carpentry/joinery, painting.

**Other**

* Commitment to the safeguarding and welfare of all pupils.
* Willingness to undertake training
* The post is subject to an enhanced (DBS) disclosure
* Prepared to work flexible hours with some weekend and out of normal office hours working required
* Have regard to the Christian character of the School and its Foundation