



Job Description & Person Specification

Estates Caretaker



Estates Caretaker

Salary: Scale 4 (Actual Salary £18,070- £20,138)
Location: Gorsey Bank Primary School
Start Date: As soon as possible
Hours: 37 hrs per week

Purpose of the post:

- The Estates Caretaker will be responsible to the School Services Manager for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities) lighting, heating and maintenance of the premises. The Estates Caretaker will play a major role in the general management of the site in conjunction with the School Services Manager.

Reporting to: School Services Manager / Trust Estates Director

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

Security

- To lock and unlock the premises and to ensure the security and safety of the site including at weekends, if necessary.
- To be a principal key holder and be responsible for, and undertake, all key holder duties including response to emergency call out if required.

Buildings & Grounds

- To manage and monitor the work of the school cleaners and to ensure relevant training is completed.
- To assist the School Services Manager in completing and or updating risk assessments for the School as required.
- To set up of rooms for lettings, school events and ensuring classrooms are set up correctly for school use after such events.
- To replenish toilet rolls, paper towels and soap. Empty playground bins.
- To complete overtime duties related to the use of the premises outside normal working hours and to help organise the car parking on site during such events.
- To undertake regular inspections of the premises, to determine the need for repair and maintenance work and report to the Services Manager.
- To carry out maintenance/ repair work.
- To undertake daily cleaning duties to ensure that the schools' premises are always clean and tidy and free from litter, graffiti and broken glass in order to provide an excellent environment.
- To complete checks at appropriate intervals of the fire alarm system, escape routes, fire extinguishers, and emergency lighting and keep accurate records of these.
- To ensure the Asbestos register is updated and maintained and termly checks are completed.
- To liaise with contractors on site and to ensure that they have a copy of the relevant asbestos register and survey and have signed the acceptance form.
- To carry out portage duties including the distribution of deliveries, moving furniture and equipment and facilitating events such as assemblies.

- To monitor the condition of the school's fences and gateways and to take action to repair, maintain and improve the perimeters and report to the School Services Manager.
- To work with members of the public on site during lettings and to ensure the car park is used correctly by visitors.
- To ensure that all on-site service meters and associated returns are completed as required by the Trust and records are kept.
- To monitor daily and to order oil heating fuel supplies to ensure they are maintained throughout the seasons accordingly.
- To ensure that drains and gullies are tidy and litter free including the cleaning of grease traps where appropriate.
- To sweep, and keep all paths and walkways leaf and debris free around the site.
- To be responsible for monitoring stock levels of consumable items and for passing requisitions to the School Services Manager for authorisation.
- To be responsible for the overall security and safety of the school premises.

Health & Safety

- To ensure that the Health and Safety Guidance is adhered to and that the appropriate clothing is worn at all times.
- To monitor the maintenance of equipment for protection against, and escape from, fire and complete reports for the School Services Manager.
- To ensure that all machinery and cleaning materials are stored and used correctly and in an appropriate manner and that accidents at work and defects of equipment, machinery or premises are reported to the School Services Manager.
- To ensure that snow is removed from main entrances and walkways between buildings and that surfaces are gritted where appropriate during inclement weather.

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities
- To undertake any training required by the Trust including First Aid Training.
- You may be required to undertake this Estates Caretaker role on any of the Trust's school sites.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
1. Education and training	A good standard of general education		Application Form/Interview
2. Relevant Experience	Basic cleaning skills	BICS, NVQ or City and Guilds Cleaning Qualification. Security, supervision and stock control	Application Form/Interview
3. Special Knowledge and skills	<p>D.I.Y Skills to carry out daily maintenance tasks and basic refurbishment work.</p> <p>Ability to understand basic Health & Safety regulations</p> <p>Communication skills 1) Must be able to receive and understand oral instructions 2) Must be able to write and fill in weekly return forms</p> <p>Organisational ability. Must be able to organise workload with the School Services Manager, be self-motivated and able to use own initiative.</p> <p>Computer literate – must be able to use Word and Excel packages.</p>	Trade qualification	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
4. Additional Factors	<p>Must be able to lift (e.g. items of furniture) bend, climb ladders.</p> <p>Must be available between 6.30am and 6.30pm and to be flexible to cover evening and weekend working.</p> <p>Must be available for Alarm call out Duty.</p> <p>Must be available to open up at weekends as required if necessary</p> <p>Must be willing to undertake First Aid Training and any other training deemed necessary for the role</p>	Own transport	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



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