

# INVICTUS

Education Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Caretaker
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<b>DEPARTMENT:</b>	The Crestwood School
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<b>SALARY RANGE:</b>	GRADE 5
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<b>REPORTING TO:</b>	Site Manager
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<b>Main purpose:</b>	<p>The Caretaker is responsible for a wide range of duties and responsibilities, connected with the fabric and grounds of the school</p> <p>Daily supervision of staff – Assistant Caretaker/Janitor &amp; Cleaning Supervisor</p> <p>Register as a Key Holder and be one of the points of contact in an emergency call out situation.</p> <p>To undertake task as delegated from the Job Log System. Ensuring that the ‘jobs’ are completed in a timely manner and to a satisfactory standard.</p> <p>To be able to work shift patterns, unsociable hours and working at weekends</p>
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**MAIN DUTIES:**

<b>General Duties</b>	<p><b>Internal Maintenance</b></p> <ul style="list-style-type: none"> <li>• Ensure school premises are clean, litter and graffiti free and maintained to required specification</li> <li>• Ensure that cleaning machinery and equipment is operational and report any defects</li> <li>• Inspect electrical fittings and report all defects which require specialist repair</li> <li>• Replace lamps and domestic fuses as required</li> <li>• Regularly inspect plumbing and report/report defects as appropriate, synchronise clocks, time switches etc as required</li> <li>• Undertake repairs to fixtures and fittings as appropriate and ensure the ordering and the delivery of materials to deal with the repairs</li> <li>• Arrange to clear blockages, remove foreign matter from sinks, toilets, drains etc and clear up any spillage</li> <li>• Ensure litter bins and recycling bins are emptied when necessary</li> <li>• Subject to safety regulations, redecoration of any area, as necessary</li> <li>• Carry out work in order to improve the site as required by the Facilities &amp; Operations Manager</li> </ul> <p><b>External Maintenance</b></p>
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- Maintain the general cleanliness and tidiness of all external areas
- Empty litter bins on a daily basis
- Clean and clear all drains and gullies to ensure effective and healthy operation
- Inspect outside fabric of the School, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.
- Inspect outside areas for dangerous materials and remove broken glass, syringes/needles, dead animals, excrement etc.
- Remove/obscure all graffiti
- Undertake designated gardening duties such as moving of school sport fields, weeding, pruning etc.
- Carry out required weekly maintenance of artificial sport pitches/courts following maintenance guidance and instruction.
- Carry out internal/external window cleaning where necessary
- To ensure clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. clearing leaves, snow, gritting etc.)
- Pruning and clearance to ensure unrestricted access and use of premises including Perimeter fencing
- Carry out grounds maintenance work in order to improve the site as required by the Facilities & Operations Manager

#### **Health & Safety**

- To comply with the requirements of Health and Safety and safer working practices and other relevant legislation and Trust Policies.
- To ensure Personal Protective Equipment (PPE) is used whenever there are risks to Health & Safety that cannot be adequately controlled in other ways.
- Ensure site areas involved with sickness are cleaned immediately and disinfected where appropriate
- Support the Site Manager with Portable Appliance Testing.
- Working at high level e.g. Gymnasium, School Hall, Stairwells, External Lighting etc., must be undertaken using 'safe systems of work'.
- Assist the Facilities & Operations Manager with Fire Safety compliance, supporting the school with the management of fire evacuations, and the implementation and ongoing assessment of fire safety practices/processes/procedures

#### **Site Security & Associated Duties**

- Carry out security procedures for the school buildings and grounds, setting and un-setting of intruder alarms. You may be called out at weekends/unsociable hours to deal with security problems if the Site Manager is not available or it falls on your shift pattern
- Responsible for the opening and closing of school premises, including gates, doors, window, fire exits etc. for the purpose of school use, including activities outside of normal school hours such as lettings, functions, contractors, emergency services etc.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaise as necessary with the emergency services
- Report acts of vandalism to the Site Manager as necessary
- Perform security duties at the school gate before/after school
- Ensure that all keys for the school premises are kept secure at all times
- Ensure that all CCTV cameras are functioning correctly and report any issues to Site Manager
- Ensure security alarms systems are fully functional and report any issues to Site Manager
- Prevent trespass on the school premises and grounds, and ensuring unauthorised parking of vehicles does not occur
- Challenging visitors, temporary staff or intruders not wearing identification

**Lettings**

- Comply with instructions received from the Facilities & Operations Manager concerning letting procedures and carrying out as per lettings agreement
- Where requested by the Facilities & Operations Manager be on site to assist with lettings
- Carry out as required by the Facilities & Operations Manager any necessary cleaning of areas within the letting agreement

**Swimming Pool Maintenance**

- To assist the Site Manager with the daily operation and maintenance of the school swimming pool. In line with:
  - The Pool Water Treatment Code of Practice
  - The Swimming Pool Water Book/Technical Notes
  - BS EN 13451 Swimming Pool Equipment
  - BS EN 15288 Swimming Pools for Public Use
  - HSG 179 Health & Safety in Swimming Pools
- Ensure that the surrounding pool area is clean
- Ensure that all debris has been removed from the pool
- Ensure that the water is heated and chemically treated as per guidelines
- Ensure that the swimming pool meets all required Health & Safety regulations
- Specialist training will be provided for the correct management of school swimming pool.

**Heating**

- Operating the heating plant in accordance with the Site Manager instructions and endeavouring to ensure the required temperatures are maintained in school premises, and that an adequate supply of hot water is available.
- Maintaining the boiler houses and plant in a clean and tidy order and ensuring clear access to all service isolators (Gas, Electricity & Water)
- Ensuring that flammable materials are kept out of the boiler room and away from heat sources
- Replacing light bulbs/tubes/starters as necessary, and report any defects in the heating or lighting systems to the Site Manager immediately
- Where required take readings of oil, electricity, gas and water metres on a weekly basis.

**Storekeeping**

- Taking deliveries of stores, materials, cleaning products and other goods and safely storing them
- Maintaining the Site Manager/Caretakers facilities in a clean and tidy manner, with all tools and materials located in an orderly fashion ready for immediate use
- To monitor stock levels of consumable items such as grit, paint, toiletries, light bulbs/tubes etc and arrange to replenish supplies in accordance with current procedures

**School Transport**

- Provide Mini Bus transportation for students and staff as approved by the Facilities & Operation Manager
- Ensure the Mini Bus is clean, fuelled and ready for use
- Ensure school mini bus maintenance/repairs and MOT are actioned as and when required

**Moving Furniture**

- Move such items of school furniture as required, with due regard to current Health & Safety and Lifting & Handling Regulations

**Emergencies**

- To report emergencies in the case of faults with gas electric and water supply to Site Manager.

	<ul style="list-style-type: none"> <li>• Carry out the necessary procedures in the event of fire, flood, breaking and entering, accident or major damage</li> <li>• Know the location of first aid equipment and firefighting equipment within the school</li> <li>• Effect emergency repairs to the fabric of the building in order to make safe e.g. broken windows, locks, doors etc.</li> <li>• Ensure access for emergency services, assist as necessary and secure premises as required</li> </ul> <p><b>Deliveries/Post</b></p> <ul style="list-style-type: none"> <li>• Take delivery of post, materials and other goods</li> <li>• Unpack and store/distribute post/stock as required</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Any reasonable task as directed by the Site Manager. Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need</li> </ul>
<p><b>Other professional requirements:</b></p>	<ul style="list-style-type: none"> <li>• Establish and maintain regular communication in the Trust</li> <li>• Communicate with parents/carers and outside agencies where appropriate</li> <li>• Attend professional meetings as required</li> <li>• Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust</li> <li>• Actively engage in the Trust’s appraisal process</li> <li>• Take part in the Trust’s staff development programme</li> <li>• Attend and contribute to meetings</li> <li>• Work as a part of a team and positively contribute to effective working relationships</li> <li>• Take part in Trust events as directed by the CEO</li> </ul>
<p><b>Other Specific Duties</b></p>	
<ul style="list-style-type: none"> <li>• Play a full part in the life of the Trust community, to support its vision, mission and values</li> <li>• Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example</li> <li>• Be courteous to colleagues and be welcoming to visitors</li> <li>• Comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate</li> </ul> <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
<p><b>Support for the Trust</b></p>	
<ul style="list-style-type: none"> <li>• To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection</li> <li>• Comply with the Trust’s dress code</li> <li>• Attend and participate in meetings as required</li> <li>• Participate in training, other learning activities and appraisal as required</li> <li>• Recognise own strengths and areas of expertise and use those to advise and support others</li> <li>• It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.</li> </ul>	
<p><b>Safeguarding Requirements</b></p>	
<p>We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have</p>	

satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Previous experience of in caretaking role including repairs and maintenance</p> <p>Qualifications in either plumbing, electrics, decorating, carpentry</p> <p>Qualifications in property maintenance or facilities services</p> <p>To have a full Driving Licence and ability to drive school mini bus</p>	
Experience	<p>Capacity to work under pressure, to meet deadlines and organise priorities</p>	
Skills and knowledge	<p>Plans communication effectively and acts as a role model in providing open, honest communication and feedback.</p> <p>Demonstrates focused implementation of role and responsibilities. Is accountable for own development.</p> <p>Ability to manage crisis situations and multi-tasking</p> <p>Possess a flexible and adaptable approach to working patterns and job tasks</p> <p>Possess a wide range of practical and DIY skills, use of a variety of power tools</p> <p>An understanding of building structures, maintenance, asbestos and legionnaire issues</p> <p>Observe safe working practices in carrying out the required duties</p>	
Personal qualities	<p>Team player, personable, emotionally intelligent with a sense of humour</p> <p>Understanding and respect for confidentiality in relation to all issues connected with this role</p> <p>To be reliable, punctual and have excellent attendance</p> <p>To be physically fit</p> <p>Demonstrates focused implementation of role and responsibilities. Is accountable for own development.</p> <p>Plans communication effectively and acts as a role model in providing open, honest communication and feedback.</p>	

Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	
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This job description/person specification may be amended at any time in consultation with the postholder.

Chief Executive Officer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_