

## Job Description and Person Specification

<b>DEPARTMENT:</b>	St Mary's School
<b>POST:</b>	Maintenance Caretaker
<b>GRADE:</b>	Single Status Grade 4
<b>SALARY:</b>	Starting from £17,173 (pro-rata)
<b>CONTRACT TYPE:</b>	Permanent (37 hours per week – 50.04 weeks per year)
<b>WORKING PATTERN:</b>	Flexible working pattern (some split shifts & weekend working).
<b>RESPONSIBLE TO:</b>	Maintenance Site Lead & SABDEN Director of Business & HR
<b>SUPERVISION BY:</b>	Maintenance Site Lead & Resource Co-ordinator
<b>RESPONSIBLE FOR:</b>	Cleaning Teams

### Main Purpose of the Job

To provide a responsive caretaking and maintenance service, to supervise cleaning staff and to ensure high standards of caretaking/cleaning throughout the school site. To provide a clean and safe environment for users of the school buildings, fleet and grounds.

### Main Functions

1. Carry out general building maintenance work, including programmes of renewal/redecoration, with strict adherence to Health and Safety regulations.
  - Carpentry/Handy work – such as repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to drawers and furniture.
  - Glazing – temporary repairs, making safe, methods available
  - Plastering and Concrete – repairing patches, floor and steps
  - Plumbing – pipe freezing, fitting stop taps, simple plumbing
  - Electricity – simple replacements. Portable appliance testing
2. Carry out rubbish removal as necessary and ensure bins are kept clean and tidy; ensuring recycling where possible.
3. Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves.
4. Support with room set-ups e.g. for exams, teaching, training and a range of other events, as required.

5. Support the maintenance of the school vehicles including weekly checks, termly valeting and cleaning and escalation of safety concerns to Maintenance Site Lead & Resource Co-ordinator
6. Take the lead role in ensuring any out of use or faulty caretaking and cleaning equipment are reported and a request need for repair or replacement.
7. Liaise with the Dual Site Manager/Resource Coordinator and where necessary liaise with suppliers ordering caretaking, cleaning and DIY supplies, ensuring adequate supplies are maintained in the parameters of budget.
8. In line with trust policy keep accurate records and weekly logs of maintenance activity, escalating issues as appropriate to the Dual Site Manager/Resource Co-ordinator.
9. In line with trust policy carry out health and safety checks to ensure compliance relating to legionella testing, playground equipment, hazards around school and potential unsafe practices and report findings to Dual Site Manager/Resource Co-ordinator.
10. Inspect, monitor and record building cleaning standards and cleaners/contractors in line with SABDEN Trust policy.
11. Be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
12. Carry out security procedures for school buildings and grounds in accordance with established procedures and take suitable measure to ensure the appropriate protection of the school.
13. Includes responsibility for the maintenance of outdoor swimming pool and changing area
14. In line with trust policy welcome and direct contractors to the site for repair and maintenance work.
15. Supervise and lead by example all cleaning staff; ensuring a high quality service and appropriate cleanliness. Provide training where necessary.
16. Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and data protection reporting all concerns to an appropriate person.

**Notes:**

This job description may be amended at any time in consultation with the postholder. It sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the content of the post.

The post holder will at times be asked to work evenings and weekends approximately three times a year, reasonable notice will be provided.

The person undertaking this role is expected to work within the policies, ethos and aims of the trust and carry out such duties as may be reasonably be assigned by the C.E.O.

**Last review date:** JF Nov 2018

**Personal Specification - E = Essential D = Desirable**

Experience	E	D
Experience of working within a building maintenance setting or experience of carrying out maintenance work	✓	
Experience of cleaning/caretaking	✓	
Experience of keeping accurate records	✓	
Skills & Abilities		
Proven ability to provide a good quality maintenance and caretaking service	✓	
Flexibility and ability to adapt work schedule to meet the needs of urgent work, whilst ensuring lower priority work is kept up to date	✓	
Maintenance skills (such as basic understanding of carpentry, decorating, plumbing, tiling and general building repairs)	✓	
Good organisation skills and ability to prioritise workload	✓	
Good verbal communication skills	✓	
Basic written communication skills	✓	
Ability to work effectively within an environment where pupils may display challenging behaviour		✓
Enthusiasm and ability to work proactively and effectively	✓	
Basic computer/ICT literate (Word, Excel, Outlook)	✓	
Ability to act on own initiative, dealing with unexpected problems that arise	✓	
To manage time effectively to ensure that tasks are completed	✓	
Qualifications & Training	E	D
Relevant experience and or qualification/training in maintenance	✓	
Other training such as First Aid, Manual handling is desirable but can be		✓
Knowledge		
Understanding of the issues faced by vulnerable young people and the impact this has on behaviour		✓
General		
A valid driving licence	✓	

**Last review date:** JF Nov 2018