



A member of the Tapton School Academy Trust

	JOB DESCRIPTION
<b>SCHOOL</b>	FORGE VALLEY SCHOOL
<b>POST TITLE</b>	CARETAKER (NON-RESIDENT)
<b>ROLE PROFILE</b>	EO2S
<b>JOB NUMBER</b>	
<b>GRADE</b>	4
<b>RESPONSIBLE TO</b>	FACILITIES MANAGER
<b>RESPONSIBLE FOR</b>	ASSISTANT CARETAKERS WHERE APPLICABLE
<b>HOLIDAY AND SICKNESS COVER</b>	
<b>PURPOSE OF JOB</b>	To provide a service to the school site consisting of security of premises, lighting, heating, cleaning, maintenance and operation of plant, portorage and handy person duties, to provide an efficient support service to the site users and community groups.
<b>RELEVANT QUALIFICATIONS</b>	

## **JOB DESCRIPTION FOR POST OF: - CARETAKER**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tipton School Academy Trust School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

#### **Security of Premises**

- To act as primary keyholder.
- Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
- Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).
- Lock/unlock premises and check for vandalism/break-ins.
- Liaise with emergency services (e.g. Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
- Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
- Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises Section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
- Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
- Make safe gas, water and electric power when locking up.

## **CLEANING TASKS**

- Responsible for the day to day cleaning of a designated area of the building and site in conjunction with the relevant agreement.
- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from hard / soft ground areas related to the site.
- Remove graffiti from internal and/or external walls, windows etc, using appropriate cleaning equipment and materials.
- Monitor and provide reports on cleaning standards and follow up.
- Basic maintenance of school caretaking/cleaning equipment and ensures safe storage. Report faults as necessary.
- Transport refuse to bin/skip areas from agreed collector points.
- Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
- Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
- Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- To clean high/walls/internal windows.

## **GENERAL DUTIES**

- Responsible for effective supervision and co-ordination of assistant caretakers (where applicable) to meet the needs of the establishment.
- Provide induction training and continual guidance to familiarise any Assistant Caretakers (where applicable) with agreed procedures and working practices.
- To impart special skills and knowledge to other colleagues as appropriate
- Carry out portering duties as required including receipt of goods and supplies.
- Maintain close working relationship with site managers, staff and liaise with establishment users as necessary.
- Regularly check, unblock, and clean drains, manholes and gullies.
- Set out/put away furniture and equipment for functions, meetings and exams.
- Arrange temporary signs in car parks and buildings as necessary.
- Remove weeds from paths, steps and playground/yard edges.

## **ADMINISTRATION**

- Develop and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker (where applicable).
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.
- Collect or buy goods as required for the efficient completion of any caretaking or maintenance job.
- Certification, completion of necessary time sheets, letting sheets, sickness/absence records/holiday records and events diary.
- Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- To monitor all energy and water services usage and to be aware of the spending under these budget headings.
- Responsible for obtaining equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.
- Caretaker to provide sickness/absence cover for Assistant Caretakers.

## **MAINTENANCE**

- To monitor all contractors' personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as necessary.
- Maintain and refer to the help desk for maintenance jobs to be undertaken.
- To identify and report any repairs, maintenance or replacements that require rectification.
- Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary.
- To carry out basic maintenance work following appropriate training.
- To ensure that arrangements for the maintenance, minor repairs and modifications are actioned as quickly as possible.
- To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building equipment and furniture.
- i.e. General maintenance of building: -
  - Plumbing i.e. leaking taps
  - Joinery i.e. boarding up broken windows
  - Painting/Decorating
  - Plastering to small areas.
  - Electrical i.e. make safe broken light switch/sockets plugs.
  - Tape over or isolate from further use. Report repair at earliest opportunity
  - Gas leaks etc isolate, turn off gas supply. Report repair at earliest opportunity.
- Others as necessary within the capabilities of the postholder.
- Clean lights and light fittings.
- Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.
- Fuse Boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.

### **Do not carry out any repairs to fuse boards.**

- Ensure power supply is switched off when working on any appliance.
- Minor electrical repairs to be carried out by competent person unless appropriate training has been received.
- If in doubt, switch off power and report repairs/problems to Premises Maintenance/Emergency Services Section at the earliest opportunity.

**The above relates to education/school property only.**

## **Boiler Room/Energy Conservation/Heating Systems**

### **General duties**

- Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
- Ensure boiler room heating plant and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.
- Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary.
- Daily check of water temperatures and calorifiers.
- Daily check of boiler temperatures and shut down procedures.
- Clean out boiler houses/rooms and gas warm air heating cupboards. Clean filters to all fan convector heaters at least once per year.
- Switch on/off electric fans and portable/fixed gas heaters.
- Regularly switch over pumps (e.g. weekly).
- Check and maintain boilers, update, maintenance repair book.
- Check/reset programmes/timers as necessary to take into seasonal variations and heating requirements.
- Ensure all boiler houses and tanks rooms are secured at all times except when authorised personnel require access/egress as necessary.

## **Additional Specific Duties**

### **Gas Fired Systems**

1. Relight pilot lights as necessary,
2. Check boilers are not 'locked out'. Relight boilers if possible. Report any faults as necessary.

### **Driving duties (optional)**

1. To drive school minibus where necessary to transport equipment, staff or pupils and return them to school.
2. Carry out weekly vehicle maintenance checks i.e. oil, brakes, water, tyre pressures, etc.
3. Ensure minibus is kept in a clean and orderly condition.
4. To fuel minibus as required.
5. To deliver minibus for servicing and repairs.
6. To collect goods as required.

**Any other duties and responsibilities appropriate to the grade and role**

<b>ISSUE DATE: January 2025</b>
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**PERSON SPECIFICATION  
CARETAKER**

SOURCE KEY: A = Application Form / I = Interview / R = References / CC = Checking Certificates

<b>Experience, Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>SOURCE</b>
Caretaking/Site-Keeping experience in a school or similar environment.		*	A/I/R
Experience of monitoring a budget and managing stocks/resources within an agreed budget.		*	A/I
<b>Knowledge, Skills and Abilities</b>			
Good numeracy and literacy skills with an ability to keep accurate records.		*	A/I
Willingness to develop knowledge of use of ICT and other specialist equipment/resources.		*	A/I
An ability to undertake all the physical aspects of the job.		*	A/I
Ability to self-evaluate learning needs and actively seek learning opportunities		*	A/I
Ability to relate well to children and adults within the school environment.		*	A/I/R
Knowledge of Health & Safety and hygiene procedures and precautions.		*	A/I
Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate.	*		A/I
Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures.		*	A/I
Excellent organisational skills to be able to plan and deliver programmes of maintenance.	*		A/I
<b>Personal Qualities</b>			
Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships.	*		A/I/R
Self-motivation and personal drive to complete tasks to required timescales and quality standards.	*		A/I
The flexibility to adapt to changing workload demands and new organisational challenges.	*		A/I
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.	*		A/I
Personal commitment to continuous self-development	*		A/I
Personal commitment to continuous service improvement.	*		A/I