

JOB DESCRIPTION FOR SCHOOL CARETAKER

PEOPLE MANAGER	Interim Head of Operations & Executive Head, London Schools
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- This job description should be considered as guidance and is not exhaustive.
- It may be amended at any time following discussion between the people manager and colleague and may be reviewed as part of the performance review process.
- The post holder may be required to undertake other duties as reasonably required by their people manager or any member of the leadership team.
- All posts are subject to Enhanced DBS checks in addition to a range of other vetting checks as per the latest statutory safeguarding guidance.

OVERVIEW

- The Caretaker will provide support across all London sites – Vauxhall (SE11), Nine Elms (SW8), Kennington (SE11) and Clapham (SW12).
- The Caretaker will have high expectations and standards. They ensure our schools are not just compliant with the independent school standards and health and safety legislation, but that they are consistently clean, attractive, welcoming environments that are uncluttered and conducive to therapeutic learning.
- The Caretaker will be proactive, positive and solution-focused. They carry out regular works on the premises, including but not limited to removing graffiti, repairing broken furniture, replacing smashed glass or putting up display boards.
- The Caretaker will provide day-to-day site management of the school sites in the London cluster as referenced above; they will primarily oversee site maintenance and cleanliness in order to ensure sites are safe, hygienic, and always well presented.
- The Caretaker will ensure arrangements for security and site safety reflect that the safety of pupils (with SEMH needs) and colleagues is always the prime objective. They are fully aware that safeguarding is the top priority and that they should always adhere to safeguarding policies and protocol at all times.
- The Caretaker is the first point of contact for the school sites within the cluster, including in emergency situations, outside of operating hours and at weekends.
- The Caretaker will be the Health and Safety representative of the cluster.



EXEMPLAR RESPONSIBILITIES

- To maintain compliance with all relevant health and safety regulations and the relevant independent school standards in parts 3 and 5, by ensuring the effective implementation of external PPM, and internal weekly checks, including but not limited to call-point tests, 'flick' tests, visual checks on fire doors and extinguishers, and termly fire drills.
- To respond in priority order to work tasks logged online, to quickly repair and/or replace and/or make safe, broken/damaged infrastructure, organising for use of the company's best-value contractors where necessary, and ensure that documentation is always up-to-date and stored in the designated online folders.
- To ensure sites are secure (intruder alarms and access control points), and fire alarms, extinguishers and CCTV are operational and effective.
- To respond to any emergencies relating to school premises in a timely way. Where works are absolutely necessary during the working day, to supervise any contractors, suppliers, or visitors while moving around or carrying out any works to the premises.
- To maintain and possibly repair of buildings' electrical, plumbing or mechanical systems and facilities to ensure an optimal work environment for colleagues, pupils and visitors.
- To ensure adherence with the maintenance budget.
- To take a pride in the cluster's schools, using own initiative to identify and resolve concerns.
- To work with contracted teams, including cleaning, maintenance, security, fire, catering, technology, and any other relevant activity relating to the cluster's premises and grounds.
- To ensure that COSHH substances are locked in their designated, secure storage area immediately after use.
- To ensure the application of deicing salt to maintain safe access routes and prevent ice hazards during adverse weather conditions.
- Gardening and performing landscape duties including watering plants, blowing paths or supervising others to do this if required.
- To resolve all day-to-day problems relating to the cluster's premises and facilities as they arise by providing solutions as quickly and efficiently as possible.
- To ensure health and safety protocols are followed by all staff at all times.
- To carry out other duties as may be required and to comply with any reasonable request made by senior leaders that may not appear within this job description.

PERSON SPECIFICATION FOR OHS SCHOOL CARETAKERS

SKILLS, TRAITS, KNOWLEDGE and UNDERSTANDING

- An understanding of the needs of pupils with SEMH, and how emotional distress can manifest in a range of behaviours, which may occasionally result in damage to property.
- Basic DIY skills and in-depth understanding of maintenance procedures
- Problem-solving skills for addressing safety and maintenance concerns
- Strong verbal, written and digital communication skills for giving instructions to contractors and support crews
- Customer service skills for positive dealings with business owners and administrators
- Strong ability to work constructively and collaboratively as part of a team
- Secure understanding of safety regulations including in relation to HSE, fire safety and the independent school standards
- Ability to use IT systems e.g. Faultfixers, effectively
- Ability to respond with tact and diplomacy to pupils, colleagues and members of the public at all levels both face to face and over the telephone and to deal with enquiries and to deal with contentious/difficult situations and resolve conflicts
- Organisation, multi-tasking and scheduling skills – able to manage own workload, to work under pressure and to use own initiative to identify priorities
- Researching and networking skills for sourcing the best external contractors
- Negotiation skills for securing contractors at the best price
- A good level of physical fitness is important, as the role involves lifting and carrying heavy items on a regular basis.
- A commitment to promoting and safeguarding the welfare of pupils.

QUALIFICATIONS, TRAINING and EXPERIENCE

- Successful previous experience in caretaking/facilities management is essential.
- Drivers Licence and own method of transport is essential.
- Relevant qualifications are desirable.
- Experience in the independent special school sector is desirable.