

Job Title: Caretaker

Reports to: Director of Operations/Headteacher

Full Time/ Part Time: Full time

Role Summary: Working as part of the maintenance team the Caretaker will be a key holder and first point of contact providing security, opening and closing of the school, undertaking cleaning duties, portering, day-to-day maintenance and carrying out inspections and checks.

The Caretaker is required to live-in and a one-bedroom flat is provided. The annual salary reflects the element of unsociable working hours and flexibility required.

The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Main Duties and Responsibilities:

Security

The post of Caretaker enhances the security of the School and fosters relationships with the community and emergency services. The Caretaker is registered as the main Key Holder, will hold a school mobile phone and is the first point of contact in an emergency callout. Security responsibilities include the following duties:

- Unsetting the alarms and unlocking all school buildings by 6.30am on school days
- Unsetting the alarms and unlocking the school buildings that are required for lettings on Saturdays (the Director of Operations will inform the Caretaker at their weekly meeting of any lettings' commitments)
- Setting the alarms and locking all school buildings at an appropriate time at the end of the day when School, lettings and cleaning activities have come to a close
- Responding to the School security alarm and liaising with the police and alarm company. Resetting the security alarm after an incident has been investigated
- Responding to the fire alarm and liaising with the fire brigade and alarm company. Resetting the fire alarm after an incident has been investigated
- Physically checking the security of the premises once during daylight hours and once during the hours of darkness at weekends and during the Christmas holidays. Otherwise the Caretaker is to satisfy themselves that the buildings are secure when locking up at the end of the day
- Monitoring the CCTV system
- Liaising with organisations using the School premises out of hours to ensure they are familiar with the fire precautions, abiding by our requirements to keep doors closed and using the facilities in an appropriate manner
- Taking appropriate action to prevent injury and safeguard the school from any Health and Safety concerns they become aware of during daily inspections. Reporting actions taken to the Director of Operations

Cleaning

- Ensuring that the front areas, including the footpaths, of all the buildings are clear of litter and clutter at the start of each school day sweeping and litter picking as needed
- Carrying out cleaning duties around the school buildings as required, replacing expendable items in the bathrooms/classrooms and being responsible for keeping a stock of adequate materials

Other Duties

Inevitably the Caretaker's duties and responsibilities will require flexibility as they will be living on site. The following duties are considered to be an example and are not exhaustive:

- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends
- Returning to School between shifts if required in an emergency and/or if suitable notice is given beforehand
- Polishing of the School vinyl floors as required
- Checking for damage to School property when unlocking the buildings each morning and informing the appropriate individual
- Carrying out daily checks e.g. lighting, trip hazards etc. and reporting as appropriate
- Receiving and checking goods and supplies and storing them appropriately
- Ensuring that clear passage is maintained on fire escape routes
- Keeping paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors
- Ordering cleaning equipment
- Monitoring the work of contractors working on site
- Supervision of cleaning staff and monitoring of cleaning standards
- Switching off of all lights and appropriate electric plug sockets at the end of the working day
- Ensuring that all fire doors, lights and heating are working effectively and informing the Maintenance Supervisor of any remedial works necessary
- Being aware of the location of all stopcocks, gas and electricity meters
- Ensuring that the boiler house is tidy and that no flammable material is stored
- Ensuring familiarisation with the workings of the plant rooms, fuse boxes, alarms, gas supply and air conditioning units to enable service to be restored as soon as possible following a problem
- Any other work requested by, and deemed appropriate by the Director of Operations in agreement with the caretaker
- You may also be required to undertake such other comparable duties as the school requires from time to time
- Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process

Hours of work

The following framework is designed to ensure that the Caretaker is on the School premises when the remainder of the staff have gone home. The Caretaker is to be on site during the following periods:

- On shift Monday to Friday from 6am to 10am and then again 3pm to 7pm.
- Saturday from 7am to 11am.
- On site overnight for security call out 7pm to 6am. Monday to Saturday.
- During school holidays and any school closures the Caretaker remains the key holder and first point of contact.
- The Caretaker may not be more than 10 minutes from the School during these hours.
- The Caretaker is not on duty from 11am Saturday to 7am the following Monday morning but the Caretaker is to remain the first point of contact in the case of a call-out.
- The Caretaker is to be permitted to be more than 10 minutes away from the School during the Christmas stand-down but the Caretaker is to remain the first point of contact in the case of a call-out.
- The School has a contract with a key holder service which will be used on Sundays, during annual leave and at other times subject to prior agreement with the Director of Operations.

Safeguarding

All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a member of staff becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the Designated Safeguarding Leads or to the Headteacher/Head of the Junior, Middle or Senior Schools.

Person Specification		
	Essential <i>These are qualities without which the Applicant could not be appointed</i>	Desirable <i>Extra qualities which can be used to differentiate applicants</i>
Qualifications	GCSE or equivalent	Construction industry or trade certification Health and Safety, COSHH, ladders and manual handling training
Experience:	Experience in handling maintenance and cleaning tools and equipment Risk Assessment experience Previous experience of lone working	Previous experience working in construction, maintenance and/or as a caretaker Previous experience of working in a school environment Gardening experience Minibus driving experience
Skills	Excellent interpersonal skills Able to demonstrate practical skills to improve the site and buildings Ability to prioritise, plan, schedule and meet deadlines and evaluate work Time management skills and experience of managing a varied workload with the minimum of supervision and direction Ability to deal with some manual handling Computer literate with good working knowledge of Microsoft Office Suite	Drivers licence Ability to work at height with appropriate equipment Power tool use and other equipment
Knowledge	An understanding of Health & Safety regulations and procedures An understanding of safe working procedures including working with chemicals, plant and machinery	Appreciation of the ethos of an independent boys' day school Knowledge of building security, Health & Safety, heating systems, building construction, COSHH regulations
Personal competencies and qualities	Willingness to be pro-active and take ownership of problems Self motivating Calmness under pressure Resilience, commitment and confidence	Eager to accept responsibility