



JOB DESCRIPTION

Post: CARETAKER / SITE MANAGER

Key Purpose of the Job

The Caretaker is responsible to the Headmistress / SLT / Administration Team for the effective and timely provision of maintenance services to the school and its staff. This includes day to day management of service facilities, grounds and building maintenance and associated record keeping. The caretaker is responsible for identifying repair requirements, thorough routine checks and processing these to their satisfactory completion, which may be carried out either by contractors or, where deemed within the Caretaker competency, by the Caretaker. Duties include completion of compliance related records, portorage services and setting up and removing equipment for school events.

The post holder will be a key holder and should be prepared for call outs to deal with security problems, make emergency repairs or allow access to contractors etc. who may be working on site, including school holidays and weekends. You will have a keen eye for detail to ensure our facilities are clean, safe and well maintained.

Salary: £10.00 per hour

The post is subject to a probationary period of three months after which time a permanent position may be offered.

Location: Newbridge Preparatory School

Responsible to: Headmistress through the SLT/Administration Team

Hours: 30 hours per week, term time: 7.00 a.m. until 1.00 pm. These times remain flexible and may be amended to suit the needs of the school.

Working Week: The normal working week is from Monday to Friday inclusive. During school holidays the normal working week may be amended to suit the needs of the school. Duties relating to occasional Weekend and Evening lettings may be claimed as overtime.

General Notes

The Directors of the school in conjunction with the Headmistress are responsible for matters relating to the fabric, furnishing and equipment and general appearance of the school building.

The caretaker/site manager shall be subject to the immediate day to day supervision and direction of the Headmistress to the satisfaction of the Directors.

Duties

Buildings

- Liaise with the Headmistress to ensure implementation of repairs, maintenance and cleaning to a high standard and work being carried out by contractors including cleaners is completed to specified high standard, meets deadlines and complies with safe working practices, in agreement with the Headmistress.
- Oversee and undertake part of the daily cleaning and maintenance of the school, ensuring that work is completed to a high standard and complies with safe working practices
- Carry out routine maintenance procedures for heating boilers, water heaters, liaising where necessary with the Headmistress and SLT

Porterage

- Receive and transport to appropriate areas all normal education deliveries, not contractors' high-risk specialised materials
- To arrange the movement of furniture and heavy teaching equipment as required, provided that reasonable notice is given, including resources boxes, PE equipment, furniture for room use changes and setting up for special events
- To adhere to safe manual handling practices always as per training

Emergencies

- Be available as per emergency contact lists in order to respond to any out of hours problems as may be needed and deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, breakages as appropriate.
- Arrange for Contractors to deal with electrical, gas, water or any other installation emergencies. Make safe initially by switching/turning off supply and observing Health and Safety recommendations.

Health and safety

- Ensure full compliance is always maintained across the site, including with contract staff and actively promote through awareness of all Health and Safety policies, including when using contract staff
- General site maintenance, which may include the handling of chemicals in accordance with safe working practices
- To attend health and safety committee meetings, reporting as required

Security of premises and contents

- Be responsible for the opening of the school and to liaise with contract cleaning staff for evening security, including the setting of alarms and securing of the building and gates. Ensuring that the school is secure at all times, including over the holiday periods.

- Be a key holder for the site
- be prepared for call outs at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors etc. who may be working on site, including school holidays and weekends

Outside Work (Groundsperson)

- The caretaker/site manager is to inspect the school playgrounds, car park, external lighting and gardens daily
- Playgrounds are to be cleared of litter and debris daily
- Gullies, drains, drain-grids and air grates must be kept clean and free of litter
- After a fall of snow, or in cold weather, paths are to be cleared and gritted along pupil routes in the vicinity of the school building, wherever practical, before school starts
- Monitor the work of contractors working on site
- Cut the lawns
- Maintain the gardens and borders
- Mark playing fields for sport

Kitchen

- Taking deliveries for school and the school kitchen; including moving to appropriate delivery area
- Maintain salt levels in dishwasher
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Complete termly checks of fans and extractors etc.

Toilets

- Should an incident occur and the floor becomes soiled during the course of the working hours, the caretaker/site manager is required to clean this area
- Paper towels, toilet rolls, hand gel, anti-viral spray and soap should be replenished as necessary

Fire Alarms / Fire Doors

- To be tested weekly
- Participate in organising fire drills

Extinguishers

- A visual check is to be kept on maintenance and location

Meter readings

- Meters to be read as scheduled and recorded on specified sheets and available for monitoring by the Financial Administrator

Infectious Diseases

- Legionella – regular checks to be made according to regulations
- After cases of infectious diseases or epidemics on the premises the caretaker/site manager will be required to carry out such additional cleaning or disinfection as may be indicated by the Environmental Health Team

Annual Leave

In accordance with the agreed schedule, leave includes all public holidays and four weeks annual leave during a full year which is to be taken by arrangement with the Headmistress during non-term time. (28 days' paid annual leave a year. This is the equivalent of 5.6 weeks of holiday including Bank Holidays.)

Lettings

The caretaker/site manager is responsible for the safe use of the building and the premises by outside groups and the security of the building during such lettings where a letting is outside normal working hours. Extra payment will be made when entered upon an overtime sheet. All other duties which are reasonable as requested by the Site Manager or Headmistress.



Person Specification

Personal Requirements

A hard working, honest, dependable, self motivated person to act as School Caretaker/Site Manager, willing to uphold the school ethos and support the aims and values of Newbridge Preparatory School.

Job Title: Caretaker/site manager Division / Area: Non Teaching		
Requirement	Essential / Desirable	How Tested
1. EDUCATIONAL/QUALIFICATION/KNOWLEDGE <ul style="list-style-type: none"> • Good Literacy and Numeracy Skills • Good communication skills 	E E	Application Form/Interview
2. EXPERIENCE <ul style="list-style-type: none"> • Experience of caretaking premises, management or building management • DIY skills 	D E	Application Form/Interview
3. APTITUDE AND SKILLS <ul style="list-style-type: none"> • To be able to carry out general repairs • Ability to lift and carry heavy items • Full Driving Licence 	E E D	Application Form/Interview
4. PERSONAL APTITUDE <ul style="list-style-type: none"> • Willing to work as part of a team • Be able to work to deadlines • Flexibility • Have the ability to work on your own initiative to plan and manage a varied workload; whilst ensuring that lower priority work is kept up to date 	E E E E E	Application Form/Interview References