

COLTON HILLS COMMUNITY SCHOOL JOB DESCRIPTION – CARETAKER

POST DESIGNATION: CARETAKER GRADE 4 plus 5% Shift Allowance

JOB PURPOSE & ROLE

Working under instruction/guidance of the Site Manager the the post holder is required to carry out duties in respect of the buildings and the teaching environment, undertaking the daily operational programme.

The postholder will ensure the efficient operation of the site in accordance with the Governors' Policies and will operate with regard to all Health and Safety legislation, operation procedures and best practice.

LINE MANAGEMENT Responsible to the Headteacher through Line Management structure which in the first instance would be the Site Manager and then the School's Business Manager

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Health and Safety

The postholder will need to be vigilant in all aspects of Health and Safety around the site. This will require a proactive approach in dealing with health and safety and repair and maintenance issues.

- Taking immediate action to remove the risk/concern.
- Responding in a timely manner if immediate action is not possible, using the schools' reporting procedures.

2. Supervisory duties

- a) Directing contractors to areas for maintenance work as identified by the Site Manager.
- b) Directing the cleaning staff as necessary.

3. Security of Premises

Acting as key-holder in response to the intruder alarm.

AM Unlocking all necessary gates and doors, check for intrusion in the building. De-activate intruder alarms where necessary.

PM Check all windows are locked, lights switched off. Re-activate intruder alarms, lock all necessary doors and gates.

- a) Opening and closing the security barriers at predetermined times during the school day.
- b) Immediate reporting of all breaches of security and keeping a log of all incidents.
- c) Take any action necessary to ensure the buildings are secure following any breaches of security, vandalism or fire.
- d) Liaise with police and other external agencies with regard to security.

4. Porterage

- a) The distribution of goods, such as deliveries around the site and buildings in a timely manner.
- b) The movement of furniture, materials and equipment around the site.
- c) Setting up for meetings, parents' evenings, etc as required.
- d) Restore rooms used to a specific standard.

5. Cleaning

- a) To ensure that at all times the pupils and staff have a clean, safe and hygienic environment in which to work.
- b) The cleanliness of open areas and drives.
- c) Cleaning and disinfecting of drains and gutters.
- d) Cleaning windows – internal and external.
- e) Empty of waste bins located around the site and buildings
- f) Removal of graffiti
- g) Ensure that emergency cleaning is carried out, eg removal of body fluids, broken glass, food damage, etc.
- h) Clearing snow, ice and gritting where necessary – entrances, paths and roads.

6. Pool

- a) Testing and recording pool water.
- b) Ensure filtration and chlorination plant are working effectively.
- c) Ensure pool is adequately topped up with water.
- d) Clean pool surrounds
- e) Immediately report any problems with the pool or associated plant and equipment.

7. Repairs and Maintenance

- a) Regular inspections of the site and grounds to identify damage, vandalism and wear and tear.
- b) Carry out minor repairs and reinstatement to the fabric and fittings where appropriate within the expertise of the postholder
- c) Receive, collate and prioritise reports of damage, etc from staff and take appropriate action.

8. Heating

- a) Responsible for ensuring building is adequately heated.
- b) Venting radiators
- c) Ensuring the inside of convector heaters are litter free.
- d) Cleaning the boiler house and checking the system for leaks.
- e) Arranging for emergency services to be contacted if a fault occurs on the heating system.

9. Lighting

- a) Carrying out checks to ensure lights work satisfactorily.
- b) Replacement of defective bulbs, tubes, diffusers and starter switches.
- c) Cleaning of light fittings, diffusers, etc.

10. Fire Safety

- a) Joint responsibility for testing fire alarms on a regular basis.
- b) Keep a record of tests and report any faults
- c) Ensure all fire extinguishers are maintained and any that are discharged are promptly replenished.
- d) Take appropriate immediate action for the Fire Alarm.

11. Community Usage

- a) Work alternate weekends providing access for community use groups.
- b) Open and prepare, including where necessary, movement of furniture and equipment.
- c) Restore rooms used to a specific standard.
- d) Security of buildings.

12. General

- a) Responsibility for knowledge of control of gas, water and electrical services.
- b) Reading gas, water and electrical meters where necessary.
- c) Inform Site Manager of need to order stocks and supplies, ie paper towels, toilet rolls, light fittings, etc.
- d) To know evacuation procedures in the event of emergencies.
- e) To know procedures in the event of enforced school closure.
- f) Removal of rubbish to designated area.
- g) Set up rooms for school events and restore rooms afterwards.

13. Working Practice

- 1. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 2. Be aware and support difference and ensure equal opportunities for all.
- 3. Contribute to the overall ethos/work/aims of the school.
- 4. Appreciate and support the role of other professionals.
- 5. Attend and participate in relevant meetings as required.
- 6. Participate in training and other learning activities and performance development as required.
- 7. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- 8. To continue personal development as agreed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Employees will be expected to comply with reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The school is committed to safeguarding children – this post is subject to medical clearance and criminal disclosure at enhanced level.

Person Specification

Experience	<ul style="list-style-type: none"> • Relevant experience desirable • Handyman experience • Caretaking/site-keeping experience in a school or similar environment
Qualifications/training	<ul style="list-style-type: none"> • Willingness to undertake induction training • NVQ2 or equivalent qualification desirable • Good numeracy/literacy skills • Willingness to undertake First Aid training • Willingness to undertake statutory Health & Safety Training as required for post
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge of Health and Safety in the workplace • Knowledge, experience and understanding of the day to day management of a public building, eg heating, lighting and maintenance
Skills	<ul style="list-style-type: none"> • Physical fitness appropriate to the tasks in job description • Practical /handyman skills necessary to undertake general building maintenance, minor repairs and portage duties. • Ability to follow instructions, organise and prioritise workload and communicate effectively with all members of the school community. • Ability to be self-directed and work on own initiative.
Personal Qualities	<ul style="list-style-type: none"> • Be able to display total honesty, integrity and reliability • Ability to use initiative to deal with emergencies and challenges that the job can present. • A willingness to be helpful and support staff and school in practical ways. • Must be available to attend call outs. • Must be willing and prepared to work weekends and evenings. • A clear CRB Disclosure at enhanced level is mandatory for the post.