



Queen Elizabeth's School

FOUNDED IN 1573

Caretaker: Job description

Job Title:	Caretaker
Reporting to:	<ul style="list-style-type: none">• Head of Facilities Management: Mrs Silvia Shann• Deputy Head (Operations): Ms Tara O'Reilly
Working closely with:	<ul style="list-style-type: none">• Caretaking team• All members of staff requiring support• All pupils requiring support
Working hours:	<ul style="list-style-type: none">• Full time with normal working hours: Monday to Friday: 7am to 4pm or 8am to 5pm (as advised by the Head of Facilities Management).• You may take two breaks of 30 minutes each at times agreed with the Head of Facilities Management.
Salary and benefits:	<ul style="list-style-type: none">• Local Government Scale Point 2 – 10 (depending on skills and experience) including Outer London weighting. Actual salary of £27,345 - £30,630 per annum.• Membership of Local Government Pension Scheme.
Main duties and responsibilities:	<p>The role of the Caretaker is to support the Head of Facilities Management in ensuring that the School is well-maintained, safe and secure. The FM team ensures a timely service to the school, staff, pupils, external and community users, responding to reactive and planned activities, ensuring contractual compliance and commercial efficiencies.</p> <p>The post holder should have a broad range and excellent standard of practical skills and operational knowledge and experience of Facilities Management, ideally within a School environment. All duties are to be carried out in a manner that is compliant with current Health and Safety Regulations.</p> <p>The successful candidate will possess excellent communication and organisational skills and have confidence in dealing with colleagues and pupils. A positive and professional approach is essential. The main responsibilities include:</p> <ul style="list-style-type: none">• Security – maintain a safe level of security for students and staff. General building security. Key holder responsibilities and out of hours' emergency response and support. Provide support for dedicated caretaking staff when required i.e. during absence or sickness.• Grounds Maintenance - litter picking and emptying of bins. Leaf clearance. Support snow clearance and gritting during adverse weather conditions. External light checks. Identify and immediately report any issues to the ground maintenance team for action.• Reactive Maintenance Activities - proactive checking of the premises to identify and complete any basic maintenance activities. Take out of use



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	<p>damaged furniture, fittings and equipment and report to manager. Respond to emergency maintenance requests as well as actioning reactive work orders within timescales to completion. Appropriately action escalations from the team. Identify when sub-contractors are required and liaise with sub-contractors instructed to attend site. Daily monitoring and management of outstanding work orders.</p> <ul style="list-style-type: none"> • Planned Maintenance Activities - awareness of site PPM schedule and work closely with the site manager to monitor and manage sub-contractor visits. Provide support to resolve any issues identified. Support the site manager to ensure all identified remedial works are recorded and completed within the relevant timescales including ordering of all equipment/materials necessary. • Health & Safety - compliance with all Health & Safety policies and procedures. Assistance in fire drills and emergency evacuations. Report any unsafe activities. Maintain records and documentation. Report any incidents or near misses. • Cleaning - undertake emergency cleaning and support dedicated cleaner when required. Check the premises advising any action required to the site cleaning teams when unable to resolve directly. • Porterage - receive and deliver goods. Move furniture to support school and 3rd party activities. Set up exam areas / assembly areas and clear away afterwards. • Administration - assist the site manager in the management of the day to day reactive work orders on the system. Maintain records for site check lists, inspection records, logs etc. Ensure all lettings requirements for school, 3rd party and community use bookings are met, i.e. room set-up and car park access. Support the Facilities Manager to ensure any actions identified from audits are completed within the agreed timescales. • Mandatory Training – complete all mandatory training in a timely manner, including safeguarding children training, school specific courses and those required to operate your caretaking duties safely. <p>These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties without changing the general character of the post.</p>
<p>Other:</p>	<ul style="list-style-type: none"> • The postholder will be expected to undertake First Aid at Work training and to be part of the wider team supporting our Health and Wellbeing Officer to deliver first aid support across the School. • All members of Support Staff must be flexible and prepared to support one another and work collaboratively during the delivery of projects or during particularly busy periods for one or more of the wider team's functions.
<p>General:</p>	<ul style="list-style-type: none"> • Support the ethos of this busy secondary school, working in accordance with its aims and ethos. • Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the School. • Contribute to the School's improvement by identifying key priorities for development. • Appreciate and support the role of other professionals, establishing constructive working relationships and lines of communication as required. • Participate in training and development activities. • Attend and participate in meetings as required.



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	<ul style="list-style-type: none"> • Have an active knowledge of, comply with, and assist with the development of policies and procedures, reporting all concerns to the appropriate person, in respect of: safeguarding; health, safety and security; confidentiality; and data protection. • Perform any other duties as reasonably requested by the Headmaster and Senior Leadership team. • This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time in consultation with the postholder.
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Caretaker: Person specification

Qualifications and Experience:	<ul style="list-style-type: none"> • Good working knowledge of facilities management, ideally evidenced through related qualifications. • Prior experience of working in a school would be an advantage.
Skills:	<ul style="list-style-type: none"> • Ability to cope with potentially challenging situations and take decisions quickly and calmly under pressure. • Be a confident and level-headed First Aider. • IT literacy with knowledge of MS Office and web-based applications. • Strong organisational, time management and administrative skills with the ability and confidence to prioritise appropriately. • Strong personal and relationship management skills to work collaboratively with a wide range of colleagues and pupils. • Ability to work flexibly, independently and as part of a team. • Ability to work accurately under pressure with good attention to detail.
Personal Qualities:	<ul style="list-style-type: none"> • Ability to communicate with people of all levels in the organisation. • Enthusiastic about a career in providing support. • Ability to organise and prioritise tasks. • Commitment to own learning and development. • Commitment to comply and promote the School's safeguarding/child protection, health and safety and equal opportunities policies. • Ability to handle situations with discretion, tact and diplomacy. • Ability to maintain confidentiality at all times. • High levels of personal and professional integrity. • High degrees of self-confidence, personal energy and dynamism. • Personal warmth to enable a good rapport with pupils and colleagues.
Philosophy and Ethos:	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children. • A commitment to the ethos and strategic direction of the School.