



Job Description for Residential Caretaker

Designation: Residential Caretaker

Pay: Scale 4 - £25,269 (plus on-site accommodation for 24/7 availability for emergency call outs)

Hours: 35 hours per week, 52 weeks per year, plus availability for emergency call outs (apart from annual holidays)

Date of Specification: September 2023

Purpose of job

- To ensure the smooth management of school premises with regard to security, cleaning, maintenance, health and safety.
- Acting as the main key holder
- To ensure that the school building is an ideal environment for pupils, staff and visitors

Context

The role holder will be expected to work largely on their own utilizing their creative skills to resolve routine problems situation encountered within the job; referring more complex matters to the SBM. Responsibility for the safe keeping of the school building and for equipment, materials and stock, the role requires substantial physical effort working occasionally in unpleasant/disagreeable conditions. Responsible for 1 Assistant Caretaker, 1 x Caretaker, 6 x Morning Cleaners,

Main Responsibilities:

- Deal with intruders/trespassers within guidelines.
- Complete maintenance/repairs where necessary e.g. bulb and tube replacements (where appropriate) window replacement/boarding up, painting, repairing door locks, unblocking toilets and sinks, fitting new toilet seats. This may also include putting together and erecting new sheds or fitting new furniture. Working in conjunction with the Assistant Caretaker when and where necessary. Where maintenance / repair is outside the scope or ability of the caretaking team, to report to the SBM.
- Oversee the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property; including installation and plant for lighting, heating, energy conservation, ventilation, etc.
- Draw up (in conjunction with the SBM) specifications for new buildings, obtaining tenders, planning permission and liaising with building contractors and the school architect.
- Oversee the installation and maintenance of fire equipment.
- Keep records of and to initiate regular fire practices and alarm tests.
- Keep records and initiate regular testing of the water system.
- Be responsible for ensuring emergency procedures are current and timely.
- Oversee the security of the school site.
- Oversee the school's caretaking and cleaning, including quality control
- Deal with emergency matters such as flooding and vandalism, and specific cleaning issues (graffiti)
- Ensure standard and quality of repairs conducted by external contractor, dealing with specific issues.
- Maintain stocks of materials and cleaning agents. Ensure correct storage and usage, advising cleaning staff on the correct usage.

-
- To undertake general portage duties such as moving furniture, receiving incoming goods, when workloads are considered to be heavy.
 - Lay out halls and classrooms for events such as lunch time, parent's meetings, performances and exams, if time is a factor in achieving goals.
 - Litter picking (internally/externally) and emptying litter bins – paying particular attention to recycling.

Specific Responsibilities.

1. Security

- Responsible to Headteacher/SBM for ensuring site is safe and secure
- Act as key holder
- Assist with control of visitors – including contractors and lettings.
- Open/close the premises when necessary for staff, contractors and lettings, ensuring alarms are activated.
- Ensure premises are in a safe condition to be used.
- Minimize hazards.
- Patrol during lettings.
- Check location of firefighting equipment and test alarms.
- Take action to prevent or respond to trespassers, and inform authorities in accordance with the School procedures.
- Manage lettings – liaising with SBM
- Monitor CCTV system and report faults.
- Monitor parents/children entering premises before or after school day.
-

2. Cleaning

- Contribute significantly to cleanliness of site.
- Monitor day to day cleaning by cleaning contractors, liaising with cleaning contract staff and reporting to SBM.
- Carry out spot cleaning on a day-to-day basis
- Ensure all drains and gullies are clean and free running with assistance from caretakers.
- Use powered equipment provided.
- Ensure that all pathways are clear of snow and ice and are safe to use with caretaker.
- Supervise School-employed cleaners.
- Take an active role in resolving problems which arise in effecting compliance with contracts, liaising with Contractors' management staff.
- Ensure children's toilets are checked and cleared after lunch break, ensuring they are fit for purpose.
- Responsible to SBM for ensuring the cleaning of buildings and up-keep of grounds

3. Maintenance and repairs

- Operate heating equipment; liaise with contractor's staff to facilitate routine maintenance.
- Ensure that light bulbs/tubes are changed and light fittings cleaned with caretakers.
- Report any breakages, damaged items needing repair. Monitor to ensure that repairs are carried out.
- Carry out minor handyperson activities within level of competence.
- Within level of competence carry out maintenance and repairs covering at least three of the following at advanced DIY standard e.g. Carpentry, painting and decorating, glazing, minor electrical work, carpet/floor coverings, plumbing.
- Liaise with SBM to produce regular programme and schedule for redecoration/repairs.
- At the request of the Headteacher/SBM obtain tenders from external contractors.
- Responsible to the SBM for arranging and implementing cost-effective day to day maintenance and repairs for the buildings and grounds.
- Responsible for obtaining tenders and recommending for acceptance.
- Responsible for supervising contractors on site, monitoring and ensuring compliance with contracts.

4. Materials and equipment

- As requested by SBM/Finance Manager order cleaning materials and equipment for own use
- Monitor rate of use and safekeeping and use of materials and equipment; ensure equipment is kept in good working order
- Ensure that supplies and equipment are ordered in line with the School's procedures.

5. On-site services

- Portering duties as outlined by the SBM/Finance Manager to ensure that equipment is where required and on time.
- Supervision of School-employed caretaking and cleaning staff.
- Plan staff availability to cover all services.
- Supervision of and /or technical direction of staff and / or contractors with responsibility for quality of work and delivery of service on time.
- Assist with training of other LEA caretakers.
- Responsible to the Headteacher for efficient management of all on-site services.
- Take responsibility for continuing self-development and the continuing development of assigned staff.

6. Health and Safety

- Work within Health and Safety guidelines and School and LA Policies.
- Ensure the Health and Safety of all site users, taking immediate action to ensure safety of users and reporting to Headteacher any longer-term issues.
- Make recommendations to Headteacher/SBM for all health and safety issues.
- Assist with the production of risk assessments
- Be responsible for the initial production of risk assessments for areas of responsibility.
- Ensure all taps are activated on a weekly basis
- Ensure logs are up to date.

-
- Carry out Fire Alarm test to one point per week (different point each time).
 - Be accountable to the Headteacher/SBM for all health and safety procedures and practices and to develop a culture of safety awareness throughout the school and its operations
 - Co-ordinate arrangements for fire drills and be responsible for the installation and maintenance of equipment for protection against and escape from fire.
 - Update and maintain Health and Safety policy.

7. General Accountabilities and Responsibilities

- Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council
- Undertake a proactive, committed approach towards the School's Best Value ethos.
- Ensure compliance with and actively promote the School and the Council's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the School as relevant to the post.
- Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.)
- Take responsibility for continuing self-development and participate in training and development activities.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher with the grading level of the post and the competence of the post holder.

Caretaker :

Date:.

Headteacher :

Date:.