

## **Job description - Caretaker**

### **Responsibility**

Responsible to the Facilities Manager.

### **Tasks**

- The Caretaker will assist with the management of the facilities management system on a day to day basis
- Supervision of the cleaning operation through the cleaning supervisor.

### **Security**

- Ensuring that all buildings are open and functional at the beginning of the day then locked and alarmed at the day's end.
- Monitoring the performance of the alarms, testing, setting and issuing passwords as authorised and required by the Facilities Manager.
- Responsibility for the custody of the main school key cupboard, issuing keys to authorised persons only and ensuring that all keys are collected after use.
- Responsibility for ensuring that all keypads are operational and the combinations reset as required by the Facilities Manager
- Assist with security by monitoring for any vandalism, trespassers, manning the Reception desk and safeguarding the School's grounds. This may involve working with the CCTV systems.
- Participate in a duty rota for call outs and additional hours. When on call out duty the caretaker will attend alarm call outs, investigate the cause of activation and re-secure the building if necessary. The caretaker on call will also act as a duty caretaker if the school is open outside normal operating hours
- Monitoring the parking of vehicles around the site and if necessary posting warning stickers on those that are "illegally" parked.

### **Caretaking**

- During the day the Caretaker will assist with carrying out any urgent cleaning required such as spillages, breakages or the need to clean up body fluids etc.
- The Caretaker will assist with waste collection and disposal around the site. This includes ensuring that rubbish bins are emptied into the Biffa containers and that the separate disposal of recyclable material.
- Working with the ground staff, when requested, to assist with grounds maintenance work of any description.
- Assist with setting up, distribution of materials and clearing of the various facilities around the School e.g. Main Hall, Girls' Hall etc for functions, examinations, meetings and other events.

### **Swimming Pool**

- Supervise the systems for checking water quality and the satisfactory operation of all plant and equipment.
- Record and monitor chemical usage, reordering stock when required.
- Ensuring the pool is covered to conserve energy when out of use.

### **Deliveries**

- Assist with checking and then signing for deliveries which arrive out of office hours.
- ensuring that all deliveries are distributed promptly.

### **Minibuses**

- Ensuring that the buses are clean, roadworthy and maintained.
- Monitor the booking system and ensure that the buses are available.
- Deliver and pick up minibuses when required for service and/or repairs.
- If suitably qualified and experienced you may be required to brief potential volunteer drivers on operation of the minibus and to conduct familiarisation training.

### **General Maintenance**

- Work with the facilities management systems to ensure that general maintenance tasks for repairing equipment and fabric are done efficiently and to a high standard.
- Monitor all portable electrical equipment and report on items not labelled as tested to the Facilities Manager.
- Supervise and assist with decorating, refurbishment and equipment installation projects as requested by the Facilities Manager

### **Health and safety**

- Prepare and maintain risk assessments for the caretaking and related activities.
- Ensure that weekly checks on fire extinguishers, emergency lighting, fire alarms and evacuation routes are carried out and recorded.
- Supervise and assist with health & safety tasks such as Legionella testing, inspecting for hazards, unsafe electrical tools and equipment or other procedures requested by the Facilities Manager.
- Reading and complying with the employers Health and Safety Policy both for their own protection and for all other employees, pupils and visitors on site.
- To be familiar with manual handling skills and the use of safety equipment provided.
- If suitably qualified act as a first aider.

### **Meter Reading**

- Provide meter readings for utilities and other services as required by the Facilities Manager.

### **Child Protection**

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and may be expected to carry out the following duties:
- Child protection, discipline, health and safety
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

### **General**

- Any other duties that the Principal, Director of Finance & Operations and Facilities Manager may reasonably request from time to time.

<b>Reviewed:</b>	<b>June 2022</b>
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<b>Person Specification - Caretaker</b>		
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Good literacy and numeracy skills</li> <li>● Good communication skills</li> <li>● Possess a relevant certificated qualification and/or proven relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>● Attendance at courses related to cleaning, caretaking or health and safety</li> </ul>
<b>Skills &amp; Experience:</b>	<ul style="list-style-type: none"> <li>● Experience in general caretaking duties such as weekly inspections, and Legionella testing.</li> <li>● Willingness to work as part of a team</li> <li>● Ability to work to deadlines</li> <li>● Able to use own initiative</li> <li>● Ability to carry out health and safety checks and maintain relevant records.</li> <li>● DIY skills.</li> </ul>	<ul style="list-style-type: none"> <li>● Previous experience of working in a school</li> <li>● Experience of caretaking or premises management.</li> <li>● Use of general cleaning equipment</li> <li>● Responsibility for the security of a building</li> <li>● Qualification and/or experience of Plumbing, Bricklaying, Tiling and painting</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Knowledge of security systems</li> <li>● To be able to carry out general repairs without guidance</li> <li>● Ability to lift and carry items</li> <li>● Knowledge of Health and Safety, Risk assessments etc.</li> </ul>	
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>● Motivation to work with children and young people.</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>● Emotional resilience in working with challenging behaviours.</li> <li>● Positive attitude to use of authority and maintaining discipline.</li> </ul>	

\* Method of assessment will be via the content of the application form, references, interview, and certificates.