

Job Description

Job Title	Lead Caretaker
Grade	
Reports to	Executive Business manager
Responsible for	Caretaking
Liaison with	School staff, contractors,
Job Purpose	To contribute to the smooth running of the School by organising and managing the caretaking staff and undertaking effective supervision, caretaking maintenance, Health & Safety and security of the site and related resources. Good time management is essential.
Duties	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><u>Security and Supervision</u></p> <ul style="list-style-type: none"> • Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s). • Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. • Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate in liaison with the School Business Manager • Attempting to prevent unauthorised access onto the school premises or grounds. • Regular operation and monitoring of the fire and burglar alarms. • Keep fire inspections up to date. • (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools). <i>(List only key tasks. These could be under subheadings)</i> Monitoring and ensuring the cleanliness of the School premises and furnishings. <p><u>Caretaking and maintenance</u></p> <ul style="list-style-type: none"> • Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. • Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g.

checking automatic pumps and areas subject to flooding, and the maintenance of batteries.

- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
 - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
 - redecoration as appropriate;
 - plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
 - Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level.
- Drawing up, or assisting in the drawing up of specifications, for work to be undertaken by contractors.
- Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors.
- Carry out the washing of internal walls, e.g. classrooms, corridors and other ad-hoc cleaning duties including the male toilets.
- Making arrangements for window cleaning by the caretaking staff. Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean.
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Preparing the school premises and site for out of school activities and lettings and clearing up after these activities and security the site.
- Liaise and Monitor routine site and equipment inspections and contractors.
- Ensure that the school is ready to receive Children and Staff daily and that classrooms are clean and tidy.

- Report to the SBM am and pm.
- Ensure that all toilets are clean and contain adequate paper towels and roller towels in working order, and toilet paper.
- Ensure where possible all cleaning equipment is maintained in working and good order and that boiler houses and storerooms /sheds, cleaning cupboards and caretaker storerooms are safe, clean, tidy and well organised.
- Ensure photocopy rooms and ICT suite has adequate paper.

Grounds maintenance

- To carry out basic and essential gardening duties e.g. weeding, mowing the lawn, lopping low branches and planting etc.
- Ensure that drains and guttering are kept free from obstruction and in good working order.

Other duties

- Testing portable electrical equipment if trained and accredited to do so.
- Planning own work and that of assistant(s) and cleaning staff. Issues relating to supervision/ management of staff.
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff.
- Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.
- Maintenance of Inventory of/in respect of (*define*) equipment. Carrying out an annual check of equipment against the Inventory.
- Portage and handyman duties.
- Daily site inspections including building, ground and perimeter and submission of site sheet to SBM.

Health & Safety

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Officer for the School.
- To be trained in first aid.

Monitoring the appropriate (*define e.g. premises and caretaking and cleaning related*) Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the School.

	<p><u>General</u></p> <p>Ensure that all site monitoring and inspection records are kept up to date and are readily available for inspection. Take part in an annual appraise. Take part in an annual discussion of the roll of caretaker in the interest of developing continued effectiveness in the post. Take part in regular liaison meetings with the SBM, relating to day to day and week to week reporting on the upkeep of the school site. Attend any training course that may be required to meet the demands of the post. Carry from time to time any other premises duties/responsibilities that either the HT or SBM may deem necessary. Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the School and governing Body. The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p>
<p>General</p>	<ul style="list-style-type: none"> • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • <i>These duties may be varied by the Headteacher from time to time and the school reserves the right to amend the functions of the caretaker in the light of experience gained/new initiatives.</i>

SITE MANAGER (Primary) (Cleaner/Caretaker 'B')

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
Communication	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently

General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance
Catholicity		Although this post does not deem the holder to be a practicing catholic it is essential that post holder supports and upholds the Catholic ethos.