

Caretaker (Site Manager)

Under the guidance of appropriate senior staff: be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area be responsible for the maintenance of a clean and hygienic school interior.

Post commences: ASAP

Accountable to: Headteacher

Reports to: Business & Operations Leader

Line Manager to Site Assistant & Cleaners

Pay: Grade LBR 5 (35 hours per week, 50.14 weeks per year)

Hours: 35 hours per week

Contract: 1-year fixed term with potential to extend

TASKS

Responsibilities for the school site

- To act as key-holder and to be called out to deal with emergencies and / or problems at the site
- Take full responsibility for the site during shift timetable and annual leave periods of SLT
- Be responsible for Health and Safety within the school
- To liaise with the Business & Operations Leader on a regular basis to discuss requirements, duties, problems and developments within the school
- To assess maintenance / space needs with the Business & Operations Leader on a regular basis and give advice and make recommendations for improvement
- To identify areas of improvement and undertake minor repairs inside and outside the building and around the school grounds including minor re-decorating and paint repairs
- Where necessary arrange for three quotes when procuring supplies or services as to maintain the best value for repairs and maintenance
- Ensure playgrounds, paths and driveways are in satisfactory condition, including puddle and snow clearing and salting as required
- Deal with vandalism, advising on any preventative measures or repair work required
- To remove graffiti where possible from all areas, windows and other surfaces as required
- General supervision of the playgrounds and open areas surrounding the premises, checking for hazards, maintenance or damage
- Undertake playground supervision each morning between opening and locking the gates
- Direct and line management of Site Assistant

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site as designated 1st Key Holder
- Undertake lettings, advising hirers of all emergency evacuation and health & safety procedures and ensuring that they are adhered to.

Cleaning:

- To undertake cleaning tasks within an agreed cleaning schedule and any ad-hoc cleaning tasks as required.
- To act as the designated cleaning supervisor, monitor and supervise the cleaners and generally oversee the standard of cleanliness throughout the school
- To monitor any absences, including sickness and holidays and to report any overtime for cleaning staff

- To keep the Business & Operations Leader informed of any breaches of contract by the cleaning staff
- To manage the cleaning budget and materials required by the school and to maintain an effective stock control system
- Ensure the external areas are maintained to a high standard including the removal of litter
- To keep external paladins and paladin bin areas clean and tidy
- Ensure that refuse is collected regularly, including during periods of school closure
- To disinfect drains as and when necessary to ensure grids clear of rubbish
- Clean floors and/or furnishing after sickness has occurred during the active duty period and ensure that cleaning that has taken place outside of the active duty period by others is in accordance with health and safety requirements
- To be responsible for re-stocking toilet paper, soap, paper towels etc in all WCs, washrooms classrooms with sinks, offices etc
- To be responsible within reason for the removal of toilet blockages and to arrange for a suitable contractor where necessary
- To be responsible for the cleaning, maintenance and correct storage of machinery and equipment under his / her control
- To be responsible for the correct use and storage of cleaning materials in line with COSHH regulations
- To be responsible for 'deep cleaning' the school during the summer holiday, ie. stripping and polishing all floors as necessary / shampooing carpets as required/washing all windows, inside and out / cleaning furniture

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections
- Identify defects and record repair and maintenance requirements

- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Undertake specialist cleaning tasks
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor the performance of contracts and record performance against specified standards
- Liaise with contractors
- Liaise with Cleaning Supervisor and cleaning team ensuring compliance with COSHH, H&S requirements and training on the correct use of equipment and materials.
- Provide training for staff

Key Activities - Resources

- To advise on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils staff' & visitors (in accordance with appropriate health & safety legislation) at all times

Porterage

- To provide an effective porterage service to include deliveries (including milk and fruit), furniture removals, or any other lifting tasks required by the school and to arrange suitable storage.
- To arrange for the disposal of any redundant furniture and equipment in accordance with the Borough's procedures

Lettings:

- To cover lettings for the school premises, including locking and unlocking and general supervision of the site (lettings occurring outside normal working hours are paid over and above set salary and at a standard rate for lettings and/or overtime)
- Ensure premises are left in clean and tidy conditions at the end of a letting
- To liaise with the Business & Operations Leader regarding any lettings, including hours and any specific requirements made

Contractors:

- To liaise with contractors to arrange quotes in order to ensure the best value
- To act as liaison officer with contractors and outside agencies as appropriate, regarding access to the school site
- To act as liaison officer with contractors and outside agencies whilst they are on-site, monitoring their progress and ensuring that work is carried out to the required standards

Training:

- To undertake training and attend courses as appropriate to carry out duties in a safe and efficient manner
- To provide training and advice and guidance to the cleaners to enable them to carry out their duties safely and efficiently

Key Activities - Organisation and Supervisory Managerial

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assist the headteacher in the management, administration and operation of the lettings system
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Direct/supervise cleaning and site staff and ensure cleaning is in accordance with specification
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.
- Liaise with line manager and headteacher and attend meetings as required

Responsibilities

Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.

- Undertake a risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson
- Manage fire safety equipment provision and scheduling of fire drills
- Contribute to the overall ethos/work/aims of the school
- Take responsibility for the implementation of all COSH requirements
- Regularly review the Fire risk assessments & Emergency Evacuation plan
- Participate in training and other learning activities as required

- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- To be responsible, in conjunction with the School Business Manager, for the administration and control of appropriate areas of the budget
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Personal Specifications

Experience, knowledge and skills required

- Handyperson experience
- Caretaking/cleaning/site-keeping experience in a school or similar environment

Qualifications/Training

Willingness to undertake induction training and ongoing training

- NVQ 3 OR equivalent qualification desirable
- Good numeracy/literacy skills / GCSE (or equiv) Maths and English
- Specific training in the specialist area

Knowledge/Skills

- Willingness to develop knowledge of the use of ICT and other specialist equipment/resources
- Working knowledge of relevant policies/codes of practice/legislation
- Self Motivation
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Knowledge of Health & Safety procedures and precautions
- Knowledge of COSHH regulations
- Knowledge of Fire Risk assessment
- Awareness of health and hygiene procedures
- Knowledge of moving and handling procedures
- Willingness to participate in development and training opportunities
- Team-leading skills