

**School Caretaker**

**Role Profile and Person Specification**

**November 2024**

## Job Description

<b>Job Title:</b>	<b>School Caretaker</b>
<b>Grade Range:</b>	<b>Grade 6 – SCP 18 - 20</b>
<b>Hours per week:</b>	<b>36 hours per week</b> 9am – 5pm (50min lunch break). Occasional flexibility in working hours and overtime may be required.
<b>Work Pattern:</b>	<b>All year round</b> - 29 days holiday to be taken during school holidays plus statutory bank holidays
<b>Reports to:</b>	Head Teacher/ School Business Manager
<b>Responsible for:</b>	Relief Caretaker and Cleaners
<b>Role Purpose and Role Dimensions:</b>	Responsible for the fabric and grounds of the school as a safe working environment. This includes security, portorage, routine maintenance/ refurbishment, monitoring contractors. Liaising daily with the Head Teacher/ School Business Manager on caretaking issues and supervising the Relief Caretaker/ Cleaners. Ensure the security of the school premises.
<b>Commitment to Diversity:</b>	As a member of the school community to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
<b>Key External Contacts:</b>	<ul style="list-style-type: none"><li>▪ Contractors and suppliers</li><li>▪ Facilities providers</li><li>▪ Parents</li><li>▪ General public</li></ul>
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"><li>▪ Head Teacher/ School Business Manager</li><li>▪ Relief Caretaker</li><li>▪ Cleaners</li><li>▪ Staff</li><li>▪ Pupils</li></ul>
<b>Financial Dimensions:</b>	<ul style="list-style-type: none"><li>▪ Advising the Head Teacher of the cost of external providers and ensuring that a proper procurement process is adhered to when purchasing goods and services</li><li>▪ Responsible for hand tools/ equipment and other small machinery.</li></ul>
<b>Key Areas for Decision Making:</b>	<ul style="list-style-type: none"><li>▪ Ensure adequate cover is available during own or team members absence.</li><li>▪ Ensure that vital information such as cleaning rotas and site keys are available for staff as required.</li><li>▪ With the assistance of the Head Teacher select the provider for services for the school following Best Value principles.</li></ul>

## Key Accountabilities and Result Areas:

### Management and Supervision

## Key Elements:

### This will involve:

- To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of staff
- Planning and work allocation for premises team
- To monitor the performance of premises staff
- Supervision of caretaking/cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standards are maintained.
- Induction of premises staff to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
- Dealing with enquiries from staff, pupils, parents and the public.
- Undertake annual fire risk assessment
- To monitor the maintenance, repair and cleaning materials budget
- Maintain stock levels as required including ordering and receipt of supplies. To order repairs and maintenance items in liaison with the SBM.
- To assist in obtaining tenders and quotes for small to medium projects
- Attend training courses where appropriate
- Where necessary reporting to Governing Board which may involve attendance at committee meetings
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties and requests consistent with the overall purpose of the job, as required by the Head Teacher.

### Security

### This will involve:

- To be responsible for the security of the premises, liaising with the Head Teacher, Directors, Security and Police and other emergency services (reporting acts of vandalism where necessary).
- To act as a main keyholder for the school on call-outs.
- Open school and close during holiday times - to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services
- Consult with Head Teacher for cover arrangements for lettings and out of school hours' functions. To be aware of out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of these events.
- Test weekly the proper operation and function of all fire call points, intruder alarms and emergency lighting and record results. Check daily emergency exits and entrances are not obstructed.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Head Teacher, ensuring the safe use of the school site at all times. To check at least monthly, all perimeter fences, security device, fire appliances and alarms.

## Heating

### This will involve:

- Check and control system function, including frost precaution procedures.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. Boilers, air conditioning units, fire-fighting equipment, lightning conductors, PAT testing etc. and results recorded.
- To have knowledge of the location of all water and gas stop cocks and main electricity power breakers etc.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the appropriate maintenance contractor.
- Change filters as appropriate.

## Energy Conservation

### This will involve:

- In conjunction with the Head Teacher, implement all agreed policies.
- To take energy readings on a monthly basis
- Reading, recording and reporting all meter readings as required
- Implement recommendations authorised by Head Teacher.

## Emergencies

### This will involve:

- To clear up bodily fluids after accidents adhering to health & safety procedures
- To carry out emergency cleaning if required.
- To provide safe access to the school in the event of snow, ice or flooding
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

## Lettings

### This will involve:

- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the arrangements.

## School Cleaning

### This will involve:

- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables – management of Relief Caretaker duties
- Where services are undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Head Teacher.
- On direction from the Head Teacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc.)
- In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Head Teacher.
- Daily disinfection of water fountains.

## Internal Maintenance

### This will involve:

- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state or repair and stocked with all the necessary supplies.
- To maintain a log of inspections/ checks carried out and list of repairs/ improvements.
- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- To maintain an audit of all tools and equipment (state or repair and location)
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of legionella.
- Synchronise all clock, time switches, etc. as required.
- To ensure that the hall and other meeting rooms are set out for meetings, assemblies and other events and cleared away afterwards
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that orders received into school are delivered to the appropriate area/ person as necessary
- To ensure the main school hall floors are kept clean and polished and the sports hall floor is kept clean.
- To maintain stage and drama equipment, including stage lighting
- To ensure that all projector filters are cleaned monthly
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Head Teacher.
- Be responsible for the supply and availability of hygiene materials as required.
- Remove or obscure all graffiti as required by the Head Teacher.

## External Maintenance

### This will involve:

- To carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate records where appropriate
- To monitor the day to day maintenance , repair and cleaning of the school
- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc., report and/or repair defects as appropriate.
- Agree a system with Governing Board, and Head Teacher for window cleaning arrangements, and monitor if appropriate. To undertake minor window cleaning as required.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Head Teacher for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.
- Occasional watering of plants, especially during holiday times.
- Oversee grounds maintenance contractor to ensure high standard

## Health & Safety

### This will involve:

- To be responsible for the health and safety of the site
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To ensure that all working practices for the Premises Team comply with current legislation
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SBM

## Planned Maintenance

### This will involve:

- To advise on a rolling programme of redecoration and refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To perform the summer cleaning of the chairs and tables in the main hall
- To maintain all tools and equipment in good repair and arrange for the training on their safe use
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required

## Key Accountabilities and Result Areas:

### Green Statement

## Key Elements:

### This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

### Data Protection

### This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy.

### Confidentiality

### This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### Equalities and Diversity

The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

### Safeguarding

### This will involve:

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

## **Key Accountabilities and Result Areas:**

### **Customer Care**

## **Key Elements:**

### **This will involve:**

- Able to demonstrate a commitment to the School/Academy's Customer Care Policy.

### **Health and Safety**

### **This will involve:**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

### **To contribute as an effective and collaborative member of the School Team**

### **This will involve:**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School/Academy
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions



## Person Specification

### Job Title:

School Caretaker

### Essential knowledge:

- An understanding of basic health & safety requirements.
- To communicate clearly to all sections of the school community both verbally and in writing.
- Demonstrate knowledge of security methodology for both building and grounds without risk the health and safety of the school community.

### Essential skills and abilities:

- DIY skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system. Competent at basic building repairs and maintenance.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post – with both adults and children
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Ability to assist in the training and induction of premises staff
- Understanding of the principles of health & safety in a school environment including COSHH, manual handling etc.
- Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.
- Ability to prioritise and manage workflow of team whilst maintaining a flexible approach to respond to urgent requests
- Ability to adhere to working procedures and policies within the school environment.
- Ability to comply with health & safety regulations to ensure that all duties are carried out safely
- Risk assessment experience or training
- Demonstrate a commitment to continuous professional development and training both onsite and externally.
- Ability to be flexible and work as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative tasks, including stock taking and ordering.
- Good IT skills
- Sound planning and negotiating skills
- Ability to gather information, analyse data and problem solve
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.
- Ability to contribute to the life of the school

### Essential experience:

- Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the school cleaning staff.

### Special conditions:

- Take part in the school's performance management system.
- Enhanced DBS check