

St Nicholas School

School Caretaker

Role Profile and Person Specification



November 2007 (updated August 2019)

ST NICHOLAS SCHOOL

Job Description

Job Title:	School Caretaker
Grade Range:	Grade 6 – Scp 18 - 20
Hours per week:	36 hours a week
Work Pattern:	52 weeks a year
Location:	Reedham Drive, Purley, CR8 4DS
Reports to:	Site Manager / School Business Leader (SBL) / Office Manager / SLT
Responsible for:	Assistant Caretaker, Contract Cleaners, Contract Gardeners, Maintenance Contractors
Role Purpose and Role Dimensions:	Responsible for the fabric and grounds of the school. Liaising daily with the Site Manager, Head Teacher / Site Manager, SBL / Office Manager on caretaking issues, supervise the cleaners and the cleansing service of the school. Ensure the security of the school premises. Maintaining any machinery or plant within the school. Maintaining the internal and external fabric of the schools premises as a safe working environment.
Commitment to Diversity:	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.
Key External Contacts:	▪ Contractors and suppliers ▪ Facilities providers. ▪ Parents ▪ General public ▪ Cleaning Company
Key Internal Contacts:	▪ Site Manager ▪ Head teacher/ School Business Leader / Office Manager ▪ SLT ▪ Cleaners ▪ Staff ▪ Pupils ▪ Governors
Financial Dimensions:	▪ Work with the Site Manager, Assistant Caretaker to engage the services of external providers and ensuring that a proper procurement process is adhered to when purchasing goods and services as designated by the Office Manage / SBL. ▪ Responsible for hand tools, equipment such as lawn mowers and other small machinery.

Key Areas for Decision Making:

- In the absence of the Site Manager liaise with the Office Manager / SBL to ensure adequate cover is available during own or team members absence.
- Ensure that vital information such as cleaning rotas and site keys are available for staff as required.
- With the assistance of the Site Manager, SBL / Office Manager select the provider for services for the school following Best Value principles.

Other Considerations:

Key Accountabilities and Result Areas:

Management and Supervision

Key Elements:

This will involve:

- The Caretaker must ensure that contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Caretaker will report to the Site Manager / Office Manager / SBL on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Working with Site Manager to Plan work allocation for other caretaking staff, and directly employed cleaners where required.
- Induction and instruction of other caretaking staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required as directed by the Site Manager / Office Manager / SBL.
- Maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained. Highlighting any more serious issues to Site Manager / Office Manager.
- Authorising weekly time sheets for cleaners, and preparing claims for caretaking fees for lettings as necessary.
- Undertake annual fire risk assessment with Site Manger
- Attend training courses where appropriate
- Occasional watering of plants.
- 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 consistent with the grade from time to time.

Security

This will involve:

- Open and / or close school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services
- Attend school if alarms (fire and intruder) as one of the school key holders.
- Consult with Site Manager, SBL / Office Manager for arrangements for lettings and out of school hours' functions.
- Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaison as necessary with emergency services including the calling of the services as appropriate.
- Report acts of vandalism to the Head Teacher / SBL and Police where necessary.
- Internal mail courier duties as required by the Head Teacher/ Office Manager / SBL
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Site Manager / Head Teacher / SBL, ensuring the safe use of the school site at all times.

Key Accountabilities and Result Areas:

Heating

Key Elements:

This will involve:

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- 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 Site Manager / Office Manager / SBL / Head Teacher, implement all agreed policies.
- Reading, recording and reporting all meter readings as required by the Site Manager / Office Manager / and or Energy Conservation Officer.
- Liaison with the Energy Conservation Officer.
- Implement recommendations authorised by Site Manager / Office Manager / SBL / Head teacher.

Emergencies

This will involve:

- Cleaning sickness, etc and spillage's as required.
- 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

Minibus

This will involve:

- Ensure the school minibuses are maintained at all times, including MOT, servicing, cleaning etc
- Driving pupils during school activities if necessary
- Ensuring that minibuses have fuel, first aid box etc at all times.

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 School needs.

School Cleaning

This will involve:

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Site Manager / Office Manager.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the Site Manager / Office Manager, 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 Site Manager / Office Manager / SBL / Head Teacher / SLT.
- Daily disinfection of water fountains.

Key Accountabilities and Result Areas:

Key Elements:

Internal Maintenance

This will involve:

- 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.
- 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.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- 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 Site Manager / SBL / Office Manager / Head Teacher.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.

Remove or obscure all graffiti as required by the Site Manager / Office Manager / SBL / Head Teacher.

External Maintenance

This will involve:

- 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 Site Manager for window cleaning arrangements, and monitor if appropriate.
- 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 Site Manager / Office Manager / SBL for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.
- Oversee regular cutting of grass whether by school or contractor.

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'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'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'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 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:**Key Elements:****Customer Care****This will involve:**

- Able to demonstrate a commitment to the School'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
- 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:

- Good D.I.Y. skills to undertake day to day repairs and maintenance of building, including plumbing,
- Basic knowledge and operation of the school heating system.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post
- Good ICT Skills, use of maintenance / asset manager packages an advantage.
- 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 new cleaning company / staff and assistant caretaking staff.
- Understanding of the principles of health & safety in a school environment including COSHH.
- Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate 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.
- Ability to organise maintenance within the school in consultation with Site Manager / Office Manager / SBL.
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.

Essential experience:

- Experience of current Health and Safety regulations
- Experience of working as part of a team
- Experience of managing staff
- Experience of working in a repairs and maintenance environment.

Desirable Knowledge / Skills / Abilities

- Working knowledge of Every Business / Issues / Asset Manager
- Full manual driving license and ability to drive school minibuses as needed.

Special conditions:

- Willingness to undertake training to develop competence / experience
- Take part in the school's performance management system.
- Enhanced DBS check