



## Job Description – Caretaking and Site Management

**NAME OF POSTHOLDER:** -

**POST:** Caretaking and Site Management

**GRADE:** **GO4**

**ACCOUNTABLE TO:** Business Manager

### **JOB PURPOSE:**

- To undertake Caretaking/Site Managing duties of a large secondary school and large school campus buildings/perimeters;
- To support strategic direction in terms of managing a large school site in helping to determine maintenance priorities and ensuring that the site is fully operational and safe for school functions at all times;
- Under the instruction/guidance of senior staff, be responsible for undertaking administrative/financial, organisational processes within the school in particular for emergency requisitions/orders and buildings related documentation ensuring value for money as part of the process;
- To support in managing the school budget for planned maintenance, recurring maintenance and reactive maintenance;
- To be responsible for supporting the development of all Health and Safety related policies and practices;
- To be responsible for addressing any Health and Safety priorities recorded in the school maintenance record file (electronic maintenance log and written manual file) and determining urgent remedial actions/repairs;
- To be responsible for the control of contractors on the school site and enforce the school's policies as to any visitors to site;
- To support with school premises related statutory requirements such as fire alarm testing, legionella testing, gas appliance testing, periodic electrical testing;
- To be responsible for managing the school site outside of term time and out of hours.

### **DUTIES AND RESPONSIBILITIES – JOB SPECIFIC**

#### **1. SECURITY**

- (a) Carrying out security procedures for school buildings and grounds.  
The routine and non-routine opening and closing of school premises

and grounds.

(b) Preventing trespass on the school premises or grounds, ensuring that unauthorised parking of vehicles does not occur.

(c) Respond when school alarm systems are set off and arrange for the system to be re-set (often out of hours).

(d) To be responsible with the appropriate use of CCTV (under direction from the line manager and with full awareness of GDPR requirements) and to manage the CCTV system.

## **2. LIGHTING AND HEATING**

(a) Operating and heating plant in accordance with the school's issued instructions and endeavouring to ensure that required temperatures are maintained in school premises and that an adequate supply of hot water is available. Carrying out frost precaution procedures.

(b) Maintaining the boiler areas and plant in a clean and tidy order and ensuring clear access to all service isolators (Gas, Electricity, Water).

(c) Periodically checking fuel consumption and reporting cases of higher fuel consumption than normal.

Ensuring that flammable materials are kept out of the boiler room and away from any heat sources.

(d) Replacing light bulbs/tubes if necessary and reporting any defects in the lighting or heating systems to the Headteacher and to the Business Manager immediately.

NB Work at high level (eg in Gymnasium, Multi purpose hall, Dining rooms, stair wells must be carried out with a safe system of work and the Business Manager should be contacted for advice with all high level work.

NB The Caretaker must have undergone a formal course of training to undertake these tasks and must confirm the nature of the work before attempting to undertake.

## **3. CLEANING**

(a) Caretakers will be expected to perform duties as laid down for cleaning frequency.

(b) All cleaning and related operations must be carried out to a safe system of work to ensure safety of staff and others.

## **4. MAINTENANCE**

(a) Drawing to the attention of the Business Manager, any repair or maintenance work required at the school which is beyond the caretaking staff requirements. Carry out minor or temporary repairs as directed. Directing workmen or contractors to the location of repair and maintenance work.

(b) Carrying out routine maintenance procedures and inspection of ancillary equipment such as checking automatic pumps in areas subject to flooding.

(c) To be familiar and aware of the robust Asbestos Management records and ensure that all staff and contractors adhere to the management system ensuring their own safety at all times.

## **5. SUPERVISION - School Cleaning Team**

Ensuring that cleaning work is carried out to the recognised satisfactory standard and at the frequencies laid down by the school and ensuring that all work is carried out safely – working closely with the Cleaning Supervisor.

## **6. STOREKEEPING**

(a) Taking delivery of stores, materials and other goods and safely storing them. Despatching goods, materials etc. Ensuring that adequate supplies of fuel and cleaning materials are available.

(b) Ensuring that caretaking and cleaning equipment used by the Caretaker and cleaning staff is in safe working order and inform the Business Manager of any defects.

(c) Ensure the appropriate stock control of consumables is adhered to. Safekeeping of supplies and efficient, effective distribution observing value for money and cost effectiveness.

## **7. EMERGENCIES**

(a) Providing safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergencies.

(b) Carrying out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of first-aid equipment and facilities. Full awareness of the Critical Incident Policies and procedures.

(c) Responding to requests for support at times of adverse weather conditions.

## **8. MISCELLANEOUS**

(a) Dealing with enquiries from staff, students and pupils, parents, workmen, contractors and members of the public as well as the emergency services (eg Police, Fire Brigade, etc) and when required.

(b) Conveying post and parcels to and from the point of distribution.

(c) Arranging furniture in rooms where necessary.

Ensuring that school clocks are fully operational and set to the correct time (including the school's audio class changeover system).

(d) Removal of weeds from paved and tarmac areas and removal of rubbish from all areas surrounding the school ensuring that all play

areas are safe for pupils use. Minimising the dispersal of rubbish around the grounds by ensuring that litterbins are emptied when necessary.

(e) Treating fat traps as instructed by the Business Manager.

(f) Maintaining the caretaker's storage areas and cupboards in a clean and tidy condition.

(g) Using the caretakers cleaning materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials in accordance with the COSHH regulation currently in force.

(h) Signing in, signing out and completing any required paperwork including requisitions and official orders as instructed by the Business Manager.

(i) Carrying out any reasonable instructions of the Business Manager relating to the cleaning and maintenance of school premises.

(j) Ensuring that adequate quantities of toiletries including toilet rolls, toilet paper, liquid soap, bar soap are kept in stock.

Distribute and replenish toiletries as required.

(k) Portage – responding to requests of moving furniture and equipment in a safe way and to obtain training for manual handling. This will include the setting up for examinations/assemblies/parents evenings.

(l) Managing the specialist room booking systems (hall/canteen/gyms etc).

(j) To be available for occasional weekend and out of hours working

## **9. CARETAKER HEALTH & SAFETY TRAINING**

All Caretakers are required to attend periodic Health & Safety Training sessions organised by the Business Manager and keep themselves informed of Health and Safety issues relating to the duties of the post. A training/appraisal folder will be issued to all Caretakers.

The job role entails complying with Corporate Health and Safety standards and accurate record keeping. Full knowledge of all Health and Safety Policies and procedures, risk assessments and any formal guidance is an important expectation of the role.

## **DUTIES AND RESPONSIBILITIES – SCHOOL OBJECTIVES**

- Comply and assist with the development of policies and to be aware of procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR), reporting concerns to an appropriate person;
- Contribute to the overall ethos/aims of the school;
- Establish constructive relationships and communicate with other agencies /professionals, to support all school objectives;
- To be responsible for maintaining good working relationships with all school staff, teaching and non-teaching;

- To comply with the school’s practices, policies and procedures.
- To be responsible for the application of Health and Safety practices within the School, sharing a common responsibility for Health and Safety within the school as a whole;
- To work effectively as part of a team and carry out such other duties as may be designated by the line manager that commensurate with the grade and responsibility of the post.

**KNOWLEDGE/SKILLS**

- Can use ICT effectively in terms of record keeping and reporting;
- Motivation, enthusiasm and the ability to work under pressure in a multi-skilled, demanding role;
- Ability to relate well to children and adults;
- An excellent communicator;
- Work constructively as part of a team;
- To possess experience of buildings maintenance and to be multi-skilled in terms of low level repair work;
- To have knowledge and experience of security/key holder or similar prior responsibilities;
- To have a comprehensive knowledge of school related Health and Safety issues and to be aware of Child Safeguarding/Child Protection procedures.

**DATE ISSUED:** 18 December 2020

**DATE LAST REVIEWED:** 18 December 2020

**Signature of Postholder:** .....**date**.....

**Signature of direct Line Manager**.....**date**.....

**Signature of Business Manager**.....**date**.....

**Signature of Headteacher**.....**date**.....