



ST FRANCIS  
& ST CLARE  
CATHOLIC MAC

# Job Description

<b>Job Title:</b>	Caretaker
<b>Department/Section:</b>	St Christopher's
<b>Responsible for which other posts:</b>	Cleaners
<b>Responsible to:</b>	Principal



## **Introduction**

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The Caretaker is responsible for providing effective and efficient management of the site in a safe, welcoming and conducive to learning environment. They will be responsible for overseeing the annual maintenance programme and will be expected to manage contractors on site for small scale works. Key to the post is an excellent understanding of managing day to day premises maintenance and health and safety issues. In addition they manage the cleaning staff in ensuring safe and high clean standards are maintained.

## **Key Duties and responsibilities**

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### **Security & Associated Duties**

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Caretaker's duties include carrying out security procedures for school buildings and grounds. Opening and closing of school premises, including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services.

Regularly check proper operation and function of alarms and fire equipment and ensure emergency exits are not obstructed. Liaise with the emergency services including calling out as required. Reporting acts of theft or vandalism to Principal and/or police as necessary.

### **Lettings as appropriate to each Academy**

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Complying with instructions received from the Principal/Board of Directors/Local Academy Committee concerning letting procedures and carrying out as per lettings agreement. The caretaker may be required to be available during the course of the letting to:-

- Give assistance to the hirer relative to the facilities hired.
- Ensure that functions are properly conducted in accordance with the lettings agreement, and the behaviour of the hirer is not detrimental to the site or facilities
- Carry out any necessary cleaning of areas within the letting agreement.
- Carry out any routine maintenance to the school buildings.

## Heating

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Check and control system functions. Regularly check and maintain all parts of the heating system as required with due regard to appropriate safety requirements.

Report all defects to the Principal and contact engineers as instructed.

## School Cleaning Primary

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- Where agreed, carry out defined cleaning duties for number of hours determined by the Principal.
- Supervision of cleaning staff including undertaking induction and training schedule for new cleaning staff.
- Allocation of work areas to cleaners and ensure that work is completed to a satisfactory standard, completing monitoring checks. Taking on cleaning duties in the event of staff sickness or temporary vacancy.
- Issue of relevant cleaning materials, equipment, etc. Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials.
- Ensuring materials and equipment are returned to appropriate storage area at end of cleaning session and that equipment is cleaned by the user and dust bags emptied, where appropriate, prior to storage.
- Reporting faults of cleaning equipment to the Principal.
- Ensuring removal of waste to appropriate disposal points.

## Liase with other Services

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Any queries or problems with caretaking/cleaning related matters may be referred to the Facilities Director of the MAC or the Principal and the Principal to be notified of any concerns and action taken. The caretaker will be requested to attend meetings or training for caretakers from time to time.

## Sickness/Annual Leave Cover

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Caretakers will be required to provide cover within the MAC and to ensure emergency cover in the event of sickness/holiday leave/other absences. Key holding arrangements will be arranged with the Business Director of the MAC

and the Principals to ensure contact can be made with the key holder in the event of Civic or other emergencies, bomb scares, etc.

### **Contractors/Service Engineers**

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To act as the first point of contact for all contractors and engineers in access arrangements and security of site. To oversee minor repairs and report any concerns to the Principal or Business Director. To supervise service engineers on site and ensure sufficient safeguarding measures in place in relation to access whilst on site.

### **Deliveries/Post**

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Taking delivery of post, stores, material and other goods. Caretakers should assist in unpacking or storing cleaning materials and equipment. Incoming mail is to be taken to the Principal's/secretary's office as required.

### **Manual Handling Duties and Furniture Moving**

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The caretaker must move items of school furniture as required in connection with the school and other users of the school premises with due regard to current Health & Safety and Lifting & Handling regulations.

### **Elections**

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Comply with instructions to arrange the necessary facilities for the school to be used as a Polling Station as required by the Returning Officer (where applicable).

### **Emergencies**

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- Clean sickness, bodily fluids and spillages as required
- Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate as soon as the problem is discovered
- Deal with, or arrange to be dealt with all electrical and gas emergencies, making safe initially by turning off supply
- Ensure access for emergency services, assist as necessary, secure premises as required.

## Internal Maintenance

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- Report all defects which require specialist repair
- Inspect electrical fittings and report defects as required
- Replace lamps and domestic fuses as required
- Regularly inspect plumbing and report/repair defects as appropriate
- Synchronise clocks, time switches, etc, as required
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate and order/purchase and take delivery of materials to deal with repair
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the Principal
- Be responsible for the supply and availability of all hygiene materials
- Remove graffiti etc, as required by the Principal
- Carry out minor repairs to school equipment as agreed with the Principal
- Carry out minor works in order to improve the site as required by the Principal and Board of Directors/Local Academy Committee
- Attend appropriate training courses as required by the Principal.

## External Maintenance

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- Maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a daily basis.
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Inspect outside fabric of school, report/repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights, etc. Report/repair defects as appropriate.
- As required by the Principal, remove/obscure all graffiti.
- Keep entrance to the school, inside and outside, clean and clear of obstructions at all times.
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc.
- Inspect all outside areas for dangerous materials and remove - including external emergency clean of spillages.
- Inspect all outside areas for distressing or hazardous objects and remove - including dead animals or faeces.
- Carry out internal/external window cleaning where required.
- Carry out minor works in order to improve the site as required by the Principal and Board of Director/Local Academy Committee.

## Health and Safety

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Adhere to all health and Safety Legislation and ensure that the site is compliant with current regulations.

Compile records of regular testing and maintenance of:

- Fire Emergency Lighting
- Fire Alarms, Water Testing and Pat Testing
- Fire Evacuation
- Routine inspection of equipment both indoors and outdoors

Report any defects to the Principal and ensure they are rectified in a timely manner, taking any necessary preventative measures in the interim eg: cordoning off areas etc.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post.

**In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:**

- **Motivation to work with children and young people.**
- **Adopt and promote "Don't Walk On By" policy and comply with all safeguarding requirements**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Attitudes to use of authority and maintaining discipline.**

Signed	
Date	

Administration use only	
Job Ref	
Academy Committee Approval	
Last Updated	

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> <li>● Experience in DIY/practical skills</li> <li>● Supervision of junior staff</li> <li>● General understanding of health and safety issues</li> <li>● Excellent practical/DIY skills.</li> <li>● Manage a team and also work as a member of a team</li> <li>● Deals with health and safety issues first and promptly</li> </ul>	<ul style="list-style-type: none"> <li>● Working/appreciation of working within a school setting</li> <li>● Wanting young people to succeed</li> <li>● Trade background (electric/plumbing/carpentry building)</li> <li>● Experience in: caretaking or a related field</li> <li>● Dealing with contractors</li> <li>● Managing Health and Safety at Work</li> </ul>
Qualifications/ Training	<ul style="list-style-type: none"> <li>● Secure literacy, numeracy skills and basic IT skills are essential</li> <li>● Training in the use of hand tools or equivalent experience.</li> <li>● Training in the use of electrical or mechanical equipment</li> </ul>	<ul style="list-style-type: none"> <li>● GCE,GCSE, NVQ2 or similar qualification is desirable</li> <li>● First Aid Qualification</li> <li>● BTEC/NVQ in Building trade</li> <li>● First line supervision/line management course</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>● Willing to meet the needs of all staff and negotiate timescales for jobs</li> <li>● Able to complete paperwork and cost materials/equipment.</li> <li>● Take part in appropriate training</li> <li>● Well-organised, can prioritise a number of jobs, plan and organise work routine</li> <li>● Self -motivated, thinks for self. Shows initiative, needs little supervision</li> <li>● Flexibility. Can work full days for special events.</li> <li>● Confident to deal with visitors and contractors on site</li> <li>● Honest with integrity</li> <li>● Remains cool under pressure</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence of good working relations with a range of people</li> <li>● Evidence of a willingness to work hard</li> <li>● Ability to work as part of a team, able to meet deadlines and achieve targets</li> </ul>

	<ul style="list-style-type: none"> <li>• Efficient and demonstrates high standards</li> <li>• Proactively seek opportunities to increase job knowledge and understanding</li> <li>• Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members</li> <li>• Works with others to resolve differences of opinion and resolve conflict</li> <li>• Requires minimum supervision</li> <li>• Takes quick and effective action</li> <li>• Ability to keep calm at all times, even under pressure</li> <li>• Of smart, personable appearance</li> <li>• Is accountable for own development and encourages the ownership of development needs amongst team members</li> <li>• Willingness to support the Catholic ethos and Mission of the MAC and its Academies</li> <li>• Support the Academy's aims</li> <li>• Knowledge and understanding of codes of practice around Health and Safety, Safeguarding and e-Safety</li> <li>• Willingness to participate in whole MAC developments</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Ability to travel to other sites within our Multi Academy Company</li> </ul>	






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