

Job Description

Post Title:	Site Caretaker
Responsible to:	Site Manager
Responsible for:	-
Terms:	Grade 3, SCP 4-6

Main Purpose:

The Site Caretaker will primarily work the opposite end of the Site Manager's shift and is responsible for and has a proactive role in ensuring that school building facilities, site service and letting programmes are maintained and operated to specific standards using the most flexible and effective methods of working. This will require a close working relationship with the Headteacher, Site Manager, teaching and non-teaching staff. The Site Caretaker will often be the first point of contact with school visitors and hirers and will be required to support and promote the corporate image of the school.

The outline below is representative but not exhaustive and the balance of work will vary according to the requirements of school Headteacher.

General Responsibilities

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Specific Responsibility

Undertake routine building and general site maintenance work as directed by the Site Manager.

Assist with the planning and organisation of school refurbishment programmes and with carrying out the work involved (such as decorating, assembly and fitting of shelves, cupboards, etc).

Liaise as necessary with school staff, contractors and Trust staff when other works are being undertaken on site.

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Security

The security of the premises is an important part of the duties and responsibilities of the Site Caretaker will normally include the following elements:

Daily

am

- Unlock gates
- Unlock external entrances
- Switch off security alarms
- Check premises for damage or forced entry
- Unlock internal doors as instructed

pm

- Ensure all windows are closed
- Ensure building is vacated
- Ensure all portable electrical appliances are switched off (unless required to be left on)
- Ensure all lights and heaters are switched off
- Lock internal doors as instructed
- Activate alarm/security system
- Lock external doors, ensure security lights are activated
- Ensure building is externally secure
- Lock Gates

Porterage

The porterage service will depend largely on the needs of the school and the contracted hours of the Caretaker and will include:

- Receive goods delivered
- Assist with unloading
- Distribute or store goods as instructed
- Move/reposition furniture/equipment as directed
- Replenish consumables from stock as required, soap, toilet rolls, towels, etc

Heating/lighting/energy/conservation

The Site Caretaker's job specification should include general oversight of services to the premises - gas, water, electricity, etc. He/she should be able to monitor consumption, take any necessary and practicable steps to ensure supply, update energy conservation measures and be able to deal with emergencies as necessary.

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Heating

Ensure that all heating plant, boilers, room heaters, circulating pumps and other associated equipment are regularly maintained and fully operational at all times including:

- check all plant
- check controls
- check temperature gauges
- check time switches
- check circulation pumps
- switch manually controlled equipment on and off

Any faults must be rectified or reported immediately.

Ensure that defined temperatures are maintained throughout the premises and that an adequate supply of hot water is available to meet the needs of users.

Lighting

Ensure all access to switches and wiring is in a safe condition.

- replace light sources (bulbs and tubes) as required
- ensure lights are cleaned and maintained
- ensure that all lights are switched off prior to commencing work

Energy

Monitor energy consumption within the premises, including:

- fuel usage/costs
- conservation of energy
- refuse disposal

Maintenance of buildings

Elementary building maintenance as required, may include:

- glazing repairs
- furniture repairs
- replace tap washers/ball valves
- replace toilet seats/chains
- replace sink plugs/chains
- replace fuses/plugs on electrical equipment
- replace door/window furniture

Maintenance of outside areas may include:

- pick up litter
- sweep and dispose of litter/dirt on drives/pathways

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- ensure access to and egress from buildings is safe during inclement weather conditions
- clear paths of snow
- carry out frost gritting when necessary

The extent of repair and/or refurbishment undertaken will depend upon individual skills. At a basic level it will include, for example:

- painting walls/furniture
- fix shelving

and may go beyond that where work can be programmed.

Cleaning duties

Routine cleaning duties will not normally form an integral part of the Caretaker's duties. However, it is essential that the flexibility to undertake emergency cleaning remains.

Maintenance cleaning undertaken by the caretaker/cleaner-in-charge will normally include:

- ensure drains are kept clean and disinfected 4 times per year
- remove grids, flush/clean and replace 4 times per year
- annually dust ceilings, roof supports, beams, trusses, picture rails, high level edges to remove dirt and contamination
- windows, where safely accessible
- clean out gutters

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Person Specification

Specification	Essential
Qualifications	<ul style="list-style-type: none">• Good level of education
Skills, Knowledge and Experience	<ul style="list-style-type: none">• Excellent organisational skills• Ability to both work using own initiative, and to lead and work effectively as part of a team• Experience of working within education/school environment is desirable.
Personal Qualities	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• High levels of personal and professional integrity• High levels of discretion, confidentiality and awareness of data protection• A proactive, flexible and versatile approach• Ability to work effectively and calmly under pressure and manage multiple priorities• A facilitative approach to problem-solving and a 'can do' mind set.