**Job Description:** Caretaker (Cross Site)

**Salary:** Scale 4 (£20,667 - £22,425 per annum)

**Hours of Work:** Full Time 36 hours p/w (flexible hours but usually 10am to 6pm)

**Responsible to:** School Business Manager / Headteacher

**Line Management:** None

**Purpose of the role**

The caretaker is responsible for:

* Making a positive contribution to the school community by fully discharging the duties outlined in this Job Description and by providing an excellent role model of good relationships, attitudes and behaviour.
* Ensuring that the premises and grounds of the school sites are safe and secure at all times for children, staff and visitors.
* Periodic and regular day to day close inspection of the buildings maintenance to ensure that the site is maintained to the highest level of cleanliness and upkeep at all times.
* To deputise for the Site Manager as required.
* Management, development and oversight of the site assistant and cleaners.
* Supporting children and staff in events and activities within and outside the school to enrich the educational provision being offered by the school.

**Main Responsibilities and Tasks**

The range of duties and level of responsibilities expected of the post holder are listed below. Lindon Bennett School is a special school and as such has a higher than average level of expectation for its maintenance and cleaning standards. The list is indicative and not exhaustive.

**Premises Management**

1. Support with both reactive and preventative monitoring schedules for routine inspections of the school buildings and environment; to support on a programme of planned maintenance to ensure the school premises are fit for purpose and to report on, and deliver solutions to building issues.
2. To manage and oversee the safe arrival and departure of children and their escorts.
3. To oversee the school premises both in the school term, outside school hours and during holiday periods.

To support with the school waste disposal procedures (including recycling).

1. To operate the heating and ventilation systems, ensuring that they are maintained to the correct standard, including checking automated systems and time clocks.
2. To ensure (as far as possible) that the premises are kept free from pests and vermin.
3. To arrange for repairs to be carried out to the required standard by other trained premises staff or by external contractors.
4. Ensure regular maintenance and cleaning of sensory rooms (as per company instructions and in emergencies).
5. To manage the school grounds to ensure the estate is maintained to the required standard and recommending improvements to School Business Manager as appropriate.
6. To manage external and internal redecoration and repairs to an agreed programme, including during the school holidays.
7. Carry out minor repairs and building works and projects as required by the school.
8. To assist in the preparation of the premises for school events which may take place out of school working hours, e.g. Inset, Governors meetings and miscellaneous events.
9. Support the school with any energy management and environmental friendly initiatives.

**Site/Cleaning Team**

1. To support the Site Manager in ensure the work of the site assistant and cleaners is appropriate, ensuring they are safe, appropriately trained and equipped to carry out the tasks assigned to them
2. To support with the day to day cleaning of the school as well as the waste disposal procedure (including recycling).
3. To support and oversee any specialist cleaning specification including the holiday deep clean.
4. To initiate requisitions for stocks of cleaning materials, consumables and equipment and conduct periodic stock check. Maintain sufficient stock levels.
5. Support the site manager with induction of the school cleaners.
6. Support the Site Manager with the quality assurance work of the site assistant and all cleaners to ensure the school is maintained to a high standard of cleanliness, repair and maintenance.

**Hydrotherapy Pool**

1. Support the Site Manager to ensure hydro pool is operational on a daily basis (as far as practical) to enable use by school for hydrotherapy sessions.
2. To carry out or oversee any maintenance required to maintain the hydro pool operation (including plant room) either by other staff or external contractors.
3. Arrange, carry out or oversee the cleaning of the pool and poolside areas on a regularly basis or as required by specific guidelines.

**Health , Safety & Security**

1. To ensure adequate security of the buildings and premises at all times. To be a registered key holder.
2. To proactively identify and assess potential risks on the school site and in the day to day activities of the caretaking and cleaning teams.
3. To support with the implementation of risk management procedures.
4. To assist in regular practice of emergency evacuation procedures and keep appropriate records.
5. To support with the maintaining of play areas and outdoor equipment, checking their condition weekly.
6. To ensure that appropriate areas are gritted or salted when conditions require.
7. Carry out health and safety checks as identified by the Site Manager / School Business Manager, keeping records as required.
8. To ensure that all relevant health and safety regulations are complied with and to report any contravention of health and safety regulations by contractors working on site.
9. To take a professional interest in new developments in health and safety and risk assessments matters.
10. To maintain equipment and arrange for relevant equipment storage/servicing.

**School vehicles**

1. To conduct required vehicle checks.
2. Oversee/conduct the regular cleaning of all vehicles.
3. To undertake Midas Training to drive the minibus as required.

**Training and Equal Opportunities**

1. To attend training as required, to ensure that relevant knowledge and skills are regularly updated as necessary and to act as the point of contact within the school for all matters relating to site management, health and safety and risk management.
2. To understand, promote and operate the school’s Equal Opportunities Policy at all times.
3. Undertake first aid at work qualification

**General Duties**

1. As a key holder for the school you may from time to time be called upon to respond to out of hours calls to the school.
2. To support in the maintaining of manual and computerised logs, records and information as necessary.
3. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal working in absence of Site Manager.
4. To act as a porter for deliveries, furniture removals, or any other lifting tasks required by the school. To arrange for the disposal of redundant furniture and equipment in accordance with the school’s procedures.
5. To respond to all reasonable requests, commensurate with the role, as made by the School Business Manager, Headteacher, SLT member, other member of staff and the Governing Body.
6. To work with the Site Manager to ensure that duties that relate to caretaking, maintenance and cleaning are managed and warn of any potential situations that may have a impact on them or significant financial implications.
7. To undertake any other broadly analogous duties as may be required from time to time to ensure the smooth and efficient running of the school.

*I will treat all information about children, families and staff discreetly, with due regard to confidentiality.*

*I will adhere to the school’s code of conduct.*

*I will comply with the school policies and procedures related to equality, safeguarding and e-safetry and health and safety and report any concerns to the appropriate person.*

*I agree to take care of my own and other’s safety at all times and to carry out my duties in accordance with the school’s H&S policy and procedures.*

*Post Holder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*School Business Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**PERSONAL SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/Training**  **/Competences** | Literacy & Numeracy skills  Willingness to undertake induction training  Clean Driving Licence | First Aid Certificate |
| **Work Experience** | Experience working in a Premises/ facilities or similar role  Handyperson / DIY Skills include use of power tools and hand tools | Experience working in a school environment |
| **Skills / Knowledge** | Literate and Numerate  Awareness of Health and Safety Procedures and Precautions  Ability to work as part of a team  Ability to maintain positive relationship with adults and children  Good organisational skills  Good communication skills  Ability to work under own initiative  Be flexible to changing demands of the post  Takes pride in a job well done | Knowledge of Moving and handling procedures  Good ICT Skills  Understanding of Equal opportunities |
| **Physical** | Able to undertake some tasks which need some physical effort or fitness appropriate to the duty  Clean and well presented |  |
| **Personal Qualities** | Can do attitude  Calm and pleasant manner  Sense of Humour  Trustworthy, reliable and punctual  Happy and positive |  |