

St Alban's Catholic High School



“Learning, Respecting, Caring”

Caretaker

Fixed Term Post: Sept 2021 to August 2022
Possibility of becoming permanent

Job Description

Purpose Organising and undertaking caretaking, maintenance, security, Health & Safety and site related operations to ensure the smooth running of the school

Reports to Premises Manager

Job role The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder:

Security and Supervision

- Act as keyholder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds
- Responding to calls outside normal working hours as a result of break ins etc., and/or the setting off of the alarms
- To advise the Premises Manager of any issues relating to the attainment of the highest standards of premises management
- The security of the premises and contents including operation of fire and burglar alarms, CCTV and keyholder responsibilities
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations
- Attempting to prevent unauthorised access onto the school premises or grounds. (Note: In fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools)
- Monitoring and ensuring the cleanliness of the school premises and furnishings

Caretaking and Maintenance

- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage

- To carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
 - Carpentry work
 - Plumbing work: e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.
 - Redecoration as appropriate
 - Plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings
 - Fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.
 - Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level
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- Washing of internal walls, e.g. classrooms, corridors, window cleaning, washing/cleaning of diffusers and replacing bulbs/tubes as required
 - Ensuring all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean
 - Taking delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
 - Ensuring that adequate supplies of cleaning materials and other supplies are available
 - Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate; ensuring that any issues are reported to the Premises Manager
 - Preparing the school premises and site for out of school activities and clearing up after these activities
 - Move / relocate furniture and equipment as required for functions and assemblies
 - Carrying out routine procedures/checks on equipment
 - Meeting weekly with the Premises Manager to plan priorities and duties for the site team in the short and medium term
 - Provide/arrange appropriate induction and training of members of the site team
 - In conjunction with Premises Manager, monitor the progress of all on site contractors
 - In conjunction with the Premises Manager, maintain an inventory of school equipment and carry out an annual check of equipment against the inventory

Other duties

- Testing portable electrical equipment if trained and accredited to do so

Health & Safety

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Officer for the School
- Monitoring the appropriate premises, caretaking and cleaning related Health and Safety procedures in use in the school and reporting any issues to the Premises Manager for the school

General

- To ensure that high standards of customer care are maintained at all times
- To work with the school and governing body to ensure that effective communications are maintained with particular emphasis on customer care and school ethos
- To work with the school and governing body on service development for the future
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your Line Manager
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Signed	
Postholder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

Person specification

	Essential	Desirable
Qualifications and experience		
Specific qualifications or experience of cleaning	✓	
Basic knowledge of First Aid	✓	
Ability to count and undertake calculations	✓	
Ability to use computer, databases and other I.T applications as appropriate	✓	
Ability to use photocopier	✓	
Working knowledge of general school policies and procedures		✓
Good knowledge of security, heating plant and other building systems	✓	
Ability to undertake DIY tasks	✓	
Personal Qualities		
Good organisational skills	✓	
Ability to manage own time effectively and work on own	✓	
Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Overcome communication barriers with children and adults	✓	
Be prepared to develop and learn in the role	✓	
Ability to consult with colleagues in an effective way	✓	
Be a role model of behavioural management	✓	
Skills and abilities		
Ability to follow instructions effectively	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to lead and motivate a team in a positive and successful way, where appropriate	✓	
Understand and support the importance of physical and emotional wellbeing	✓	
Understand the role of others working in and with the school	✓	
Understand the school's behaviour management policy	✓	
Understand and support the differences in children and adults and respond appropriately	✓	
Demonstrate ability to resolve routine problems independently	✓	
Demonstrate an awareness and commitment to equality	✓	
Good understanding of Health & Safety and impact of own actions	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Understand procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Basic understanding of the learning experience provided at the school	✓	
Basic understanding of the way in which children develop		✓