**Apprentice Caretaker**

**Hours:-**

Monday – Friday 08.30 – 4.30 All Year round. You will be entitled to the statutory 28 days paid leave per year. You may have further days off at the discretion of the Trust.

**Salary:-**

National Apprenticeship rate.

**Responsible to:**

Site Manager and Site Assistant

**Line manager links:**

SLT, Cleaners and contractors

**Main Purpose of the Job**

 To be responsible for all aspects of site management including a wide range of duties and

responsibilities connected with the fabric and grounds of the school. This includes security,

cleanliness, porterage, monitoring contracts/contractors, routine maintenance and

refurbishment, minor repairs, advising on suggested improvements to the

general school environment, to improve the productivity of site management and to carry out

pre-planned maintenance programmes.

**General Responsibilities**

 In conjunction with the Site Team:

• To understand and carry out checks which ensure that the management and maintenance of the school buildings and environment are effectively undertaken.

• To be responsible for the health & safety of the site.

• To undertake repairs and DIY projects.

• To support the site team in the management of capital building projects.

**Specific Responsibilities**

**Premises Management**

• To monitor the day to day maintenance, repair and cleaning of the school

• To support the site team on a rolling programme of redecoration/refurbishment.

• To assist the site team to prepare documentation for tenders or specifications of small to medium projects as well as other key documentation to ensure compliance.

• To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.

• To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records.

• To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.

• To liaise and where appropriate update contractors ensuring the school grounds, buildings and premises are maintained to a high standard.

**Security Together with the Site Team:**

• To be responsible for the security of the premises, liaising where necessary and directed to do with the Police and other emergency services in this respect as necessary.

• To be responsible for the unlocking and locking up the school during term time and for the unlocking and locking of the school during school closure periods if directed to do by your line manager.

• To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.

• To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms.

• To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.

• To monitor, report and advise your line manager and SLT on all security matters.

• To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.

**General Site Duties**

• To set and monitor the school heating and hot water systems.

• To take energy readings on a monthly basis.

• To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked during the day for fresh supply of disposables etc.

• To ensure that the Theatre, Gym, Sports hall and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.

• To ensure the main school floors are kept clean and free from slip hazards.

• To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.

• To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.

• To ensure that orders received into school are delivered to the appropriate area / person as necessary.

• Support the Site Manager to ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded.

• To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly.

• To ensure PAT testing happens and records are kept accurate.

• To undertake minor window cleaning as required.

• To collect and dispose of all waste, refuse and surplus materials.

• To clear up bodily fluids after accidents adhering to health & safety procedures.

• To carry out emergency cleaning if required.

**Health & Safety**

• To provide safe access to the school in the event of snow, ice or flooding.

• To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.

• To carry out regular emergency evacuation procedures & keep appropriate records.

• All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School’s Health & Safety Policy and Procedures.

**Administration**

• To assist in the maintenance of the school’s equipment and plant inventory.

• To order repairs and maintenance items in liaison with the Site Manager.

• To support the maintenance of logs of all inspections and checks carried out.

• To establish and maintain a list of repairs / improvements.

• To ensure mechanical equipment is inspected prior to each use.

• To ensure power tools are inspected before use and are PAT tested as required.

**Person Specification**

Qualification and Experience • Work towards recognised training/qualifications associated with premises management.

• The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc.

• The ability to operate and understand electrical/mechanical systems.

• Work towards Risk Assessment qualification.

• Willing to learn basic building repairs and maintenance.

• Willingness to learn to use small industrial, electrical and mechanical equipment.

**Abilities, Skills and Knowledge**

• Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.

• Good communication skills.

• Good numeracy and literacy skills.

• Good IT skills.

• Ability to gather information and problem solve.

• Ability to manage own time effectively and demonstrate initiative including establishing priorities.

• Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.

• Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.

• Ability to adapt to changing and conflicting demands.

• Ability to be flexible and work as part of a team or individually as required.

• Ability to demonstrate an understanding of children.

• Ability to contribute to the life of the school.

• Ability to adhere to the school’s policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.

• Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely.