

**Job description:** Caretaker – Kent Range 3 (KR3)

**Responsible to:** Site Manager **Responsible for:** School Site Safety and Environment

**Purpose of the Job:**

Be responsible for the security, caretaking, cleaning, general maintenance needs of the premises

**Key duties and responsibilities:**

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| 1. To ensure the site, both buildings and grounds are maintained and are tidy in appearance, and provide a safe and welcoming environment for pupils and staff. 2. Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including carpentry and plumbing to ensure a safe environment is maintained. Storing and maintaining resources such as cleaning supplies and equipment. |
| 1. Maintain security of the site i.e. opening and closing of the premises including those for lettings, fixing or reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate. |
| 1. Ensure the contract cleaners carry out their tasks reporting any issues to the Contract Cleaning Supervisor and where necessary, the School Business Manager. 2. Arrange emergency repairs in liaison with the Site Manager. |
| 6. Monitor the boiler to ensure it is kept running on a day to day basis to meet the establishments needs. |
| 7. Provide a porterage service for deliveries to ensure supplies are correctly handled and appropriately delivered. |
| 8. Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained. |
| 9. Setting up of the hall and rooms when needed e.g. open days, parent evenings. |
| 1. Monitor and process timesheets and lettings arrangements. 2. In conjunction with the Site Manager and other caretaking staff, undertake regular health and safety checks 3. Carry out regular compliance checks in accordance with the schedule e.g. water temperature testing, for which the necessary training will be provided. |

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Person Specification – Desirable Qualities (not essential)**

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 2 Diploma (or equivalent) and proficient technical and practical skills. |
| **EXPERIENCE** | * Previous relevant experience in a caretaking / facilities or site management role. |
| **SKILLS AND ABILITIES** | * Wider awareness of the related working environment eg client groups. * Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance. * Sufficient knowledge related to a range of council services and activities in order to train, coach and/or mentor others. * To organise others and own workload in order to achieve the job. * Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant. * Ability to maintain accurate and timely records as required by the role eg cash returns, client diaries, contractors’ schedules, etc. * Ability to deal with everyday problems and to identify which problems should be referred to supervisor. * Ability to monitor job activities as required by the role. * Ability to understand information and advise and liaise with others accordingly. * Ability to be receptive to information being communicated (which can be non- verbal), contribute to its interpretation and pass on to others as appropriate. * Has written and numeric skills in order to complete more detailed records and reports. * Ability to listen, observe and contribute to discussions as required for the role eg client care, child care, work plans, etc. * Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.) * Ability to communicate using information technology as required for the role. |
| **KNOWLEDGE** | * Knowledge of how own job fits into the activity and role of the area/site. * Knowledge of a range of other jobs in the area. * Understands and able to apply Health and Safety procedures relevant to the job such as:   + Manual handling.   + Safe use of machinery and/or equipment.   + COSHH.   + Water management   + First Aid and Hygiene Practice.   + Lone working procedures and responsibilities. * Able to recognise and to deal with emergency situations. * Will need to undertake training to keep knowledge up to date. |

Signed: Date:

Name:

Updated: April 2021