

## Job Description

|                        |                                       |
|------------------------|---------------------------------------|
| <b>School:</b>         | Westlands School                      |
| <b>Job Title:</b>      | Site Maintenance Technician/Caretaker |
| <b>Grade:</b>          | SAT 3                                 |
| <b>Responsible to:</b> | Site Manager                          |

### Hours of duty:

Full time: Monday – Thursday an 8 ½ hour shift between the hours of 5.30 a.m and 7.30 p.m.  
Friday an 8 hour shift between the hours of 5.30 a.m. and 7.00 p.m.  
(1 hour for lunch daily)

Part time: Relevant number of hours between the above start and finish times, as contracted.

These hours may need to vary, depending upon the needs of the school and outside of term time.

### Purpose of the Job:

The site staff will ensure that a comprehensive, well organised and effective caretaking service is provided to the school. They will be expected to work as a team and complete tasks conscientiously and to the highest possible standard. They will give whatever assistance is needed in order to provide support for staff, pupils, parents and others and will be expected, at all times, to promote the ethos of Westlands as a caring and welcoming school and this will be reflected in their dealings with all individuals.

In order to cope with any imbalance of work load over the year there will be flexibility and task sharing within the site team. It may be necessary from time to time to work flexitime in order to complete tasks, this being arranged as mutually convenient. The site staff are expected to ensure that all lettings are covered.

The site staff will undertake such additional or altered duties as the Head of School may from time to time assign.

As Westlands is a large site, the Site Maintenance Technicians will share the responsibility for the total site. It must be borne in mind, however, that at times an individual may have to assume responsibility for the site. Although the Site Manager is ultimately responsible for the whole site, it is understood that when possible/appropriate the site staff will help each other in order to make jobs easier or where individual skills and expertise vary. Similarly, in the absence of one of the site staff the others should

ensure they have the necessary knowledge to take over in order to keep the site responsibilities running smoothly.

The times worked must not be altered except with the agreement of the Headteacher.

**Main duties and responsibilities (Accountabilities):**

Unlock/lock and check site and alarms

Turn on/off all lights and close windows

Check heating is operating in all areas as required

Set out chairs for assemblies as required

After break clear litter and empty bins

Prepare function rooms, equipment/refreshments etc.

Driving the minibus

Duties as listed below:

*The following tasks are to be undertaken by the postholder for the time being, but these can be reallocated to suit the best needs of the school by mutual agreement.*

To be responsible for (a) maintenance, repairs and construction and (b) caretaking, in liaison with the Site Manager and in particular to undertake the following duties (*points of information are given in italics*):

Locking/unlocking the school, including gates. Turning on/off alarms and resetting as required. Setting up CCTV video recorder.

Designated key holder, to be called out to deal with break-ins, vandalism and other irregularities out of school hours and at weekends. *When a member of the site team is called out, a form GMF 8 must be completed and passed to the Trust Business Manager. If there is a break-in, damage or theft a form GMF 9 must also be completed.*

Maintain the site diary.

In all areas of the site the site staff should be vigilant for defects requiring repair or maintenance, replenish soap, towels, toilet paper, light bulbs, fluorescent tubes as required; rectify as they become apparent and as a priority, defects in buildings, furniture, fittings and plant and take the appropriate action if this is not possible.

Carry out general repairs throughout the site on the buildings, furniture, fittings and plant, within the postholder's capabilities.

Maintain adequate stocks of DIY materials and re-order where necessary within the limitations of the allocated budget, in consultation with the Site Manager. *A GMF1 or*

*GMF 2 order form must be completed for all orders placed and passed to the Trust Business Manager, or if the orders are collected directly from a supplier then written details or advice notes must be passed on.*

In the absence of the Site Manager carry out such duties as would normally be carried out by any of the Site Maintenance Team / Caretakers, in addition, to be fully aware and knowledgeable of all duties of the Site Manager.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. This is a new post within an expanding Trust and the nature of this new role means that there will also be additional tasks and projects identified. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

**Job Title:** Site Maintenance Technician/Caretaker

**Grade:** SAT 3

**Responsible to:** Site Manager

|                               | <b>Essential</b>  | <b>Desirable</b>   |
|-------------------------------|---|--|
| <b>Qualifications</b>         | Willingness to undertake relevant training  | Attendance at courses related to caretaking or Health & Safety<br><br>Educated to equivalent of Level 2 qualifications |
| <b>Experience</b>             |   | Experience of working as part of a team  |
| <b>Knowledge &amp; Skills</b> | Awareness of H & S regulations and risk assessment<br><br>Working knowledge of carpentry, electrics, plumbing and decorating  | An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety     |
| <b>Personal qualities</b>     | Flexibility<br><br>Punctual and reliable<br><br>Ability to organise, prioritise and complete tasks efficiently<br><br>Practical ability to problem solve and use initiative | Able to communicate effectively with pupils, staff and members of the public   |