

Caretaker

Job Title	Caretaker
Name of post holder	
GRADE	Kent Range 4
DATE	September 2020

Summary of Job:

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

Outline of Main Duties:

1. Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained.
2. 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 the head teacher as appropriate.
3. To be part of the Cleaning Team and carry out tasks of general cleaning i.e. buffing wooden floors, cleaning toilets, to maintain a tidy appearance. Work as part of the team for seasonal cleans, filling soap dispensers, toilet roll holders etc.
4. Monitor the boiler and order oil supplies (if relevant) to ensure it is kept running on a day to day basis to meet the establishments needs.
5. Maintain fire alarms and extinguishers, regular water hygiene testing (training will be given), keeping statutory testing and paperwork up to date and in order.
6. Provide a portorage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
7. Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
8. Assist in the setting up and tuning of TV's and videos to enable the equipment to be used when needed.
9. Ensure outside areas /paths are clear of snow and ice and gritted when necessary.
10. Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc, to maintain a clean and tidy environment.
11. Maintain adequate supplies of cleaning materials and chemicals, plus consumables. This ordering needs to be kept within a budget.
12. Act as key holder for out of hours contact (where appropriate), to ensure any problems are dealt with quickly and efficiently.
13. Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the

completion of a Management Risk Assessment.

Staff & Others Supervised by the Job Holder: Cleaner in charge and Cleaner

JOB PROFILE: PS8 (Senior Caretaker posts)

SECTION II

This section to be used at Induction, Appraisal and for Personal Development Planning.

Skills Required:		
<i>A skill describes what you need to know and be able to do in order to perform the job at a fully competent level. Skills include every kind of knowledge and experience required. Full descriptions for each level are set out in the Skills Dictionary. The skill levels build on each other so that if level 3 is required for the job, levels 1 and 2 will also be needed.</i>		
	Skills Summary (wording from Skills Dictionary)	Level
1	<p><u>Technical Skills and Qualification</u></p> <ul style="list-style-type: none"> • 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 • Jobs requiring some formal qualifications relevant to the post eg NVQ's, PCV 	3
2	<p><u>Operational Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge across a number of jobs, services and/or processes within the area • 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 	2
3	<p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> • To organise others and own workload in order to achieve the job • Knows how to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant • Contributes to organisation of the work of the unit or process • Ability to maintain accurate and timely records as required by the role eg cash returns, client diaries, 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 	3
4	<p><u>Working with People</u></p> <ul style="list-style-type: none"> • Understands the principles of supervising, motivating and developing others and can motivate clients, team members, contractors and others as appropriate to the role • Understands how to delegate tasks to others in the team • Knows and understands the disciplinary and grievance procedures 	3
5	<p><u>Communication</u></p> <ul style="list-style-type: none"> • 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(eg 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 	2
6	<p><u>Money Skills</u></p>	

	<ul style="list-style-type: none"> • Knows KCC financial procedures and regulations which apply to the job • Knows procedures for recording costs and/or income if applicable to the job • Knows the income/cost approval process if applicable to the job • Able to handle cash in a secure way and according to the requirements of the job • Able to use financial computer systems eg. Access, Excel and Word as required by the job 	1
7	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Understands and able to implement all health and safety policies relating to working environment and staff group • Able to promote a positive Health and Safety culture within the workplace 	3
8	<p><u>Social Responsibility</u></p> <ul style="list-style-type: none"> • Awareness of and compliance with equality policy, procedure and legislation • Understanding of direct and indirect action including positive action 	2

Behaviours for Success:

The “Behaviours for Success” framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are set out in the Behaviours for Success Dictionary. These are grouped under four headings:

1. Focussing on the customer
 - how we work with both internal and external customers and service users to provide a customer focussed service
2. Personal Resourcefulness
 - how we enhance our personal ability to deliver an excellent service
3. Relationship Building
 - how we work with colleagues and partners
4. Managing for Success (for managers)
 - how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within KCC. Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.