



## Job Description

*Employees of the Skills for Life Trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

**Post Title:** Senior Site Caretaker

**Reporting to:** Site Manager

**Responsible for:** To carry out a full range of duties to provide for general security and maintenance of the school premises, to include handyperson activities. To act as deputy to the Site Manager as required.

This will be conducted under the general supervision of the Site Manager / Trust Admin Manager.

### Key Duties

- As a keyholder to be responsible for the security of the school premises, to assist the Site Manager in making any arrangements to cover periods of absence of other keyholders.
- To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- To arrange regular checks on alarm systems and all fire equipment and protection; reporting on any problems arising.
- To identify and report building, furnishing, grounds or fittings deficiencies to the Site Manager and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
- To undertake a range of handyperson duties as directed by the Site Manager to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating, repairs to fittings and small-scale improvements, fitting shelves or notice boards and gardening.
- To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.

- To take delivery of stores, goods and equipment and arrange storage or distribution as required.
- Identification of health and safety hazards throughout the school premises.
- Any action to be taken arising from equipment and machinery breakdowns, vandalism or other incidents occurring in/out of school hours or during school holidays, consulting as appropriate with the Site Manager
- Obtaining quotes for repair jobs and arranging emergency repairs, as necessary.
- Use of power tools for appropriate repair and maintenance tasks
- To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
- To ensure that adequate supplies of fuel and water are available at all times and to maintain the supply of supplementary mobile heating, as may be necessary.
- To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
- To clean defined areas of the school premises, together with any emergency cleaning needs.
- To make arrangements as authorised by the Site Manager for the purchase of any cleaning equipment and materials which may be required.
- To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
- To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.
- To set out/put away furniture for school events, including exams set up and undertake general portage as required.
- To manage the relationship with the main ground works contractor and other third parties working on the external elements of the site.
- To be responsible for doing regular inspections of the external elements of the building and grounds and reporting any defects to the site manager and agreeing remedial work to be undertaken.
- To make appropriate arrangements for the collection of school waste.
- To undertake minibus driving duties as required.
- To assist Site Manager with management of the school's vehicle fleet and minibus drivers.

- Deputise for the Site Manager in his absence.
- To comply with all Health & Safety regulations.
- Promoting and safeguarding the welfare of children and young people in accordance with the Academy's safeguarding and child protection policy.

**Working Environment**

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.

Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed ..... Date .....

On behalf of The Skills for Life Trust

Signed..... Date.....

Employee

## Senior Site Caretaker Person Specification

	Essential	Desirable
Previous knowledge and experience of relevant health and safety procedures, operation of cleaning equipment and cleansing agents and DIY skills is required.	x	
Previous experience of undertaking a similar role, ideally in a School or similar environment.	x	
Basic literacy and numeracy skills.	x	
To be able to work without direct supervision, prioritising work to ensure urgent tasks are completed as quickly as possible.	x	
The ability to identify health and safety hazards throughout the school premises.	x	
The ability to take action for equipment and machinery breakdowns, vandalism or other incidents occurring in/out of school hours or during school holidays, consulting as appropriate with the Site Manager.	x	
The ability to obtain quotes for repair jobs and arranging emergency repairs, as necessary.	x	
The ability to use power tools for appropriate repair and maintenance tasks. Cleaning equipment and chemicals will be used on a regular basis. Training will be arranged, as necessary.	x	
Basic understanding of the operation of school alarm and heating systems.	x	
Full Driving Licence ideally including a D1 licence	x	
Excellent communication and personal organisation skills.	x	
To have the confidence to deal with contractors on site.	x	