TITLE OF JOB: CARETAKER

LOCATION: LEYBOURNE SS PETER AND PAUL CEP ACADEMY

GRADE: Tenax Range 4

WORKING HOURS: 27.5 hours per week

WORKING WEEKS: 52 weeks with 24 days paid holiday, plus Bank Holidays, per annum

USUAL HOURS OF WORK: 7:00 – 9:30am 3:00 – 6:00pm, although there is the possibility that hours could be worked 7:00am – 12:30pm daily to avoid the split shift.

1 PURPOSE OF YOUR JOB

To provide a clean and safe environment for users of the buildings and grounds. To carry out repairs and maintenance tasks and school DIY duties in order to ensure the buildings/grounds provide a safe learning and working environment for pupils and staff.

2. MAIN AREAS OF RESPONSIBILITY

♣ Security of the school's buildings and grounds.

♣ Opening and locking up and in the mornings and evenings.

♣ Operation of the school's heating plant.

♣ General porterage duties including movement of furniture and equipment within the school.

♣ Periodic cleaning of designated areas of the school building and grounds according to schedule of work.

♣ Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks.

♣ Liaise with outside premises contractors when working on-site and when they are carrying out repairs/maintenance work.

♣ Maintain the asbestos log in accordance with training instructions.

♣ Carry out weekly fire alarm checks.

♣ Record termly fire drills and annual evacuation procedure practice.

♣ Monitor and maintain legionella log.

♣ Maintain stepladder check (six monthly).

♣ Monitoring of and liaison with contract cleaning staff in order to provide a clean school.

♣ Keeping the whole site safe and accessible – e.g. snow clearance, distribution of salt/grit to avoid slips/falls, sweeping mud/leaves from pathways and playground areas etc.

♣ Such other duties which may arise from the use of the premises e.g being responsible for out-of-school-hours lettings – opening/locking up, and acting as Emergency Call Out Contact.

♣ Contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

♣ Ensure that the highest standards of health and safety are maintained at all times.

Daily Tasks

♣ Unlock all external doors and lock at the end of the day. Lock all stores and padlocked gates at the end of the day and ensure that all windows etc. are shut.

♣ Check that all lights in classrooms, corridors, toilets, external areas and storerooms etc. are in working order each afternoon/evening, replacing any bulbs/fuses found not to be working.

♣ Check boiler daily and ensure that everything is in working order, and that heat is supplied when necessary.

♣ Ensure on a daily basis that sufficient supplies of soap, paper towels and toilet paper in both children’s and staff toilets.

Caretaking, Maintenance and Repair Work

♣ Carry out minor repairs and bring to the attention of the Headteacher or School Business Manager any repairs or items requiring attention or that is too large or complex to be dealt with by the post holder.

♣ Carry out various minor works around the school where necessary e.g. replacing washers.

♣ Erect shelves and effect minor repairs to furniture and fittings

♣ Carry out painting repairs and decorating projects.

♣ Record dates of repairs and services carried out at the school.

♣ To make regular checks that all sanitary fittings are in working order and reporting any malfunction to the School Business Manager.

♣ Make a regular check of electrical sockets and electrical appliances to ensure that they are in working order and comply with safety standards e.g. no exposed wiring.

♣ Weekly checks of all firefighting equipment and fire alarm call points.

♣ Weekly flushing out of all rarely used outlets.

♣ Daily and weekly checks of playground and external play equipment.

♣ Make a regular check of time clocks to ensure that they remain set appropriate to temperatures and daylight hours.

♣ Re-adjusting clocks regularly to ensure synchronicity, especially after power cuts and when clocks go back, replacing batteries etc.

♣ Ensure Interactive Whiteboards and projectors can function effectively – checking after power cuts, cleaning filters of dust, realigning projectors as necessary.

♣ To assist in carrying out the regular health and safety checks in accordance with the Trust and school’s health and safety policy.

Grounds Maintenance (in conjunction with Landscape Services)

♣ Clear leaves and litter from all paths and playgrounds.

♣ Sweep/hose down muddy paths.

♣ Cut back any shrubs which overhang the paths (inside or outside the school grounds) that have not been dealt with by contractors.

♣ Clear weeds growing on paths, playgrounds, entrances and car park.

♣ Sweep out under Reception class canopy and main covered entrance.

♣ Brush and wash down external plastic doors and window walling.

♣ Walk the perimeter fence and check and clear litter.

♣ Clear paths and playground of snow and ice, leaves, animal droppings and mud following games lessons – insurance liability.

♣ Check gullies, guttering and surface water drains are free from leaves and functioning efficiently.

♣ Ensure the roof is clear of leaves and debris so that water does not build up causing a risk of leaking.

♣ Ensure that paths, play areas and parking areas are kept tidy.

♣ Ensure outside waste bins are emptied regularly.

Cleaning – Daily/Weekly

♣ Ensure contract cleaners’ daily and weekly tasks are completed to a satisfactory standard.

♣ Ensure all waste bins and recycling bins are emptied regularly, including outside bins.

♣ Check sinks, toilets and surrounds are cleaned to a satisfactory standard.

♣ Clean other areas as directed that are not in the cleaning contract or in the absence of the cleaner for any reason.

Cleaning - Half Termly

♣ Clean, dust and polish surfaces in hall and sweep/mop hall floor regularly.

♣ Move all mobile furniture and ensure clean.

♣ Dust all skirting boards.

♣ Clean out all waste bins.

♣ Beat shake all mats and vacuum mat wells.

♣ Wash and polish floors with special cleaner.

Cleaning - Annually

♣ Thoroughly clean all chairs (end of summer term).

♣ Oversee contractor cleaners to ensure a thorough clean of all buildings.

♣ Clean light fittings.

To undertake other duties as directed by the Headteacher or other staff members from time to time. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

3. ORGANISATION CHART Headteacher

School Business Manager

Caretaker

Cleaning staff

4. SUPERVISION

The postholder will work largely on his/her initiative, subject to the general and specific direction of the Headteacher and School Business Manager, and will monitor the work of contract cleaning staff (as appropriate).

5. JOB CONTEXT

The postholder will be responsible for a range of caretaking duties. The balance of work may be reviewed at the discretion of the Headteacher, according to the changing needs of the school.

6. CONTACTS

Headteacher and office staff

Teaching and support staff

Parents and pupils

Visitors especially contractors on site

Cleaning staff or contract cleaning supervisor (as appropriate)

7. KNOWLEDGE, EXPERIENCE AND TRAINING

♣ Experience of working in a primary school or similar environment

♣ Flexibility and sensitivity to the needs of a wide range of users of the school

♣ Knowledge of efficient cleaning methods and material is desirable

♣ Ability to prioritise and manage a workload efficiently and independently

♣ Evidence of success in completing handyperson or DIY tasks (paid or unpaid)

♣ Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post.

8. PROBLEMS AND DECISIONS

♣ Advising the Headteacher/School Business Manager of faults to the buildings, fixtures and fittings which require specialist attention

♣ Using the annual premises survey to refer to in order to ensure all maintenance and H&S issues are rectified – to organise completion of highlighted works and report back to the School Business Manager.

♣ Monitoring and ordering an adequate stock of appropriate materials and equipment.

♣ Liaising with cleaning staff, working effectively as part of an efficient team.

♣ Liaising with contractors on site to ensure minimum disruption to the work of the school.

♣ Taking responsibility for making H&S risk assessments and annual audits according to Trust/school guidelines – hard copies of Risk Assessments kept in SBM’s office.

9. FINANCE AND RESOURCES

The postholder will be aware of school budget constraints and always consider ‘best value’ when maintaining the building. The postholder will liaise with contract cleaners to ensure a good service with high expectations is maintained.

10.PHYSICAL EFFORT

Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

Organising the disposal of old or defective resources and/or rubbish – loading and removal as necessary.

Emptying rubbish and recycling bins.

Duties will require physical effort and a level of fitness.

11.WORKING ENVIRONMENT

Some of the work may need to be done out of doors such as repairs, and security checks in wet or cold weather, snow clearance and grounds work.

12.ADDITIONAL INFORMATION

The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder will be expected by mutual agreement with the Headteacher to attend during lettings for which additional payments will be made in accordance with agreed Trust rates. Lettings do not include regular openings, or openings during normal working hours. They do not include school functions, i.e. parents’ evenings, performances, governors’ meetings, etc. which are paid as overtime if they are outside of the site manager’s normal hours. Callouts are paid as overtime, unless as a result of Caretaker negligence.

Some days per school holiday will need to be worked due to jobs being carried out ‘out of school hours’ e.g. decorating, carpet laying, extensions/building projects (by the caretaker or by outside contractors).

Personal holiday of 4 or 5 weeks (depending on length of service) has to be taken out of term time. Caretakers are entitled to 24 days annual leave, plus the 8 bank holidays between 1st April-31st March.

An extensive clean of the school should be scheduled twice a year – Summer and Easter. Additional time can be given to cleaners at the discretion of the Headteacher to undertake such duties. The caretaker is to supervise and assist the cleaners, to ensure all areas are addressed. Polishing of the hall floor is necessary at least three times a year, using the correct equipment.

The postholder should be contactable at all times during the school day in case of emergencies or urgent matters, unless previously agreed with the Headteacher, and as such needs to make provision for this within reasonable expectations. It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

**Summary of Daily Routine**

Morning

7am Open Main School, unlock rooms, and check building is safe and free of vandalism

Ensure heating is on during winter months, and lights are on where necessary

Ensure water is flowing in urinals

Check cleanliness of room and toilets

Lay out tables and chairs for Breakfast Club

Meet Breakfast Club staff on their arrival

Ensure all fire escapes are clear and unlocked

Site walk of school grounds to ensure they are safe for use

9.10am ensure gates onto playground have been locked

Afternoon

Check that cleaners have adequate resources for their daily duties.

Carry out maintenance and repair work as required – indoor and outdoor.

Before locking up, check heating and lights are off. Switch off water supplies where applicable. Override heating if it is cold.

Check all windows and doors are closed and locked before setting the alarm.

Ensure all entrances are locked.

**Weekly Routines**

Undertake and record playground equipment inspection

Undertake required Health and Safety checks on building

Prepare refuse bins and recycle bins for weekly collection

Check deliveries against paperwork and pass to School Business Manager. Put away or distribute goods as required.

Schedule and undertake routine maintenance as necessary.

Litter pick at least once a week and empty bins around site.

**Lone Working**

The site manager is to observe the recommendations by Tenax Schools Trust regarding working alone in schools. Due care and attention should take place at all times and any emergencies or major incidents are to be reported to the Headteacher as soon as possible.

**Training Courses**

Caretakers need to keep up to date with legislation and training. Courses may need to be undertaken from time to time and hours may be varied to accommodate such training.

|  |  |
| --- | --- |
| **Person Specification for Caretaker** | |
| **Experience:** | Experience in DIY/practical skills is essential. Experience in caretaking or a related field is desirable, but not essential. Experience in dealing with contractors is desirable, but not essential. |
| **Qualifications or Training:** | Basic literacy and numeracy skills are essential. A GCE, GCSE, NVQ or similar qualification is desirable. |
| **Practical Skills:** | Excellent practical/DIY skills are essential. |
| **Personal Qualities/ Attributes:** | 1.Can self motivate and think for themselves. Shows initiative, needs little supervision 2. Able to plan and organise a work routine 3. Well-organised – can prioritise a number of jobs 4. Able to work as a member of a team 5. Can manage a team of cleaners 6. Has flexibility – can work full days for special events 7. Desirable but not essential – able to offer a trade (electric/plumbing/building) etc 8. Be prepared to take part in appropriate training 9. Able to complete paperwork and cost materials/equipment. 10. Is willing to meet the needs of all staff and negotiate timescales for jobs 11. Observant – notices what needs to be done 12. Deals with health and safety issues first and promptly 13. Efficient 14. Knows the mission and priorities of the school and supports these in his/her work.  PERSONAL QUALITIES 1. Lively and enthusiastic 2. Clean and well-presented 3. Confident to deal with visitors 4. Confident to deal with contractors on site 5. Is willing to give generously to school life 6. Honest with integrity 7. Remains cool under pressure 7. Has high standards 8. Cheerful/respectful disposition  9. Understands the demands of working with young children |

**Advert**

**This position is all year round based on 27.5 hours per week, 52 weeks a year on a split shift basis. Working hours 7-9:30am and 3-6pm Monday – Friday. If necessary, there is the possibility that hours could be worked 7:00am – 12:30pm daily to avoid the split shift.**

**Tenax Range 4 £18,517- £19,625** (FTE)

**Start Date: 29th October 2021 or as soon as possible afterwards**

Due to the retirement of the existing post holder, we are looking to appoint a caretaker with effect from 29th October 2021.The post involves providing a range of duties covering security, heating, lighting, porterage, minor repairs and maintenance.  Working hours may be subject to variation and call-out at weekends and unsociable hours may be necessary from time to time.

**Are you the kind of person who:**

Is hard working and conscientious?

Is flexible and friendly?

Cares about the environment they work in?

Enjoys the challenge of working in a busy school setting?

Our Caretaker is responsible for:

1. Opening & Locking the school. This role also includes being the emergency contact and overtime for lettings.
2. Supervising the work of our team of contract cleaners.
3. Health & Safety - This includes liaising with our School Business Manager and the H&S Officer of the Tenax Schools Trust; as well as completing relevant checks.
4. General maintenance and liaison with external contractors. The role could also include some project management in the future.

**The following skills and knowledge would be desirable: Training is provided if required.**

* **COSHH**
* **Fire Safety**
* **Asbestos Management**
* **Water Management - Legionella**
* **Health & Safety at work**
* **Manual Handling**
* **Working at Heights**
* **First Aid**

**What we can offer you in return**

* **Lovely Children**
* **A friendly working environment**
* **A great team of people**
* **Lovely surroundings**
* **A varied, lively and interesting role**

This is an exciting opportunity to join a wonderful team of people and to make a real difference to the learning environment of our children. Leybourne benefits from a diverse range of buildings, set in extensive, beautiful grounds. We would love to hear from candidates who would enjoy working with us to maintain and develop our fantastic school site.