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| **Role**  **Payscale**  **Hours** | Caretaker/Site Manager  Kent Range 5 (£19,335 FTE)  Part Time (8 hours a week) Term Time only  Flexibility for extra hours as required by the headteacher |

**Main purpose**

**The caretaker will:**

* **Manage and maintain the health and safety, security, and maintenance of the school grounds and buildings.**

**Duties and responsibilities**

**Security**

* Maintain site security for the school, by doing an end of day walkaround to ensure all windows, doors, and gates are shut and locked. Ensure all heating appliances are switched off, and the alarm is set.
* To be responsible for locking up the school during term time and for the unlocking and locking of school during closure periods.
* To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
* To act as a main keyholder for the school on call-outs.

**Premises Management**

* Perform general assessment and maintenance of the school premises, by performing regular monitoring walks to assess the condition of the school buildings and grounds. These works can either be undertaken by yourself if able or contracted out after discussions with The Headteacher.
* Liaise with governing body and headteacher regarding building and maintenance plan and ensure constant/sustainable cycle of improvement and maintenance.
* To advise on a rolling programme of redecoration/refurbishment.
* Conduct general grounds maintenance such as clearing drains/gullies/guttering/paths, weeding and hedge trimming etc.
* Tender to external contractors with regards to any larger works unable to be completed by yourself. Liaise with contractors to arrange access, monitor quality of work and to ensure the site safety policies are adhered to. Ensure that best value for money is sought when requesting goods and services.
* To arrange disposal of waste that is not collected by council services (e.g. furniture items).
* To ensure emergency maintenance works are carried out immediately by contacting contractors such as recommended plumbers, electricians and gas registered engineers
* To monitor and raise any concerns relating to the standards of cleanliness provided by cleaning contractors
* To assist the Headteacher to prepare documentation for tenders or specifications of projects.
* To monitor the school’s energy usage
* To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
* To carry out emergency cleaning if required.

**Health & Safety**

* Promote the safety and wellbeing of all on site by following all associated school policies: Safeguarding, Behaviour, Health and Safety, Fire Policy and Whistle blowing.
* Maintain a safe, secure, and clean site and learning environment
* Ensure the security of any hazardous materials or tools that are used or stored on-site and keep COSH updated
* Provide safe access to school by ensuring paths are clear of hazards (including attending ad-hoc to grit paths if necessary).
* Arrange annual PAT testing
* To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire fighting equipment, lightning conductors and in addition that 3 year fire risk assessments are carried out and actions completed.
* Monitor and organise health and safety training for all staff working with the training manager as appropriate
* Maintain and update policies relating to H&S, including the school's H&S, fire, and lockdown procedures
* To assess risk and implement measures to minimise risk in all areas of the school site, write and review risk assessments and to ensure a comprehensive understanding of risk assessment across all school staff.
* To perform regular checks of the fire alarm system, emergency lighting, and Legionella testing

**Administration**

* To record usage and maintain a stock of school supplies relating to site maintenance and consumables.
* To maintain a maintenance log to inform budgeting procedures
* To maintain a fire alarm testing log
* To maintain the fire procedure practice log
* To write and communicate risk assessments
* To collaborate with governors on a buildings and maintenance plan
* To maintain records of servicing and guarantees on works completed on site
* Maintain the COSHH
* Write and review policies relating to health and safety.

**Special factors**

**Subject to the duration of the need, the special conditions given below apply:**

* The nature of the work may involve the postholder carrying out work outside of normal working hours.
* The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
* This post is eligible for a DBS check and is defined as regulated activity. Therefore a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.
* All annual leave must be taken during periods of school closure with the agreement of the school.

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| **criteria** | **qualities** | **EsSENTIAL/**  **DESIRABLE** |
| **Qualifications and experience** | * Hold recognised training/qualifications associated with premises management * Experience or skills in property management * The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella * The ability to operate and understand electrical/mechanical systems (such as alarm systems and timers) * Risk Assessment experience * Competent at basic building repairs and maintenance * To be able to use small industrial, electrical and mechanical equipment   ***Any experience or relevant qualifications that can applied to this role will be considered.*** | D  D  E  E  D  E  E |
| **Skills and knowledge** | * Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post * Good communication skills * Excellent numeracy and literacy skills * Good IT skills * Sound planning and negotiating skills * Ability to gather information and problem solve * Ability to manage own time effectively and demonstrate initiative including establishing priorities * Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school * Ability to be flexible and work as part of a team or individually as required * Ability to adhere to the school’s policies and procedures: equal opportunities policy, child protection policy and all health & safety related policies * Ability to comply with Health & Safety regulations | E  E  E  E  E  E  E  E  E  E  E |
| **Personal qualities** | * Commitment to promoting the ethos and values of the school and providing a safe and effective learning space for children. * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school * Ability to prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Deals with difficult situations effectively * To be approachable to all of the school community | E  E  E  E  E  E  E  E |