



## Job Description Lead Caretaker

Post Lead Caretaker

Responsible to Deputy Headteacher

Contract and Salary Grade 5 (Full time, permanent.) (£20,903 - £24,491)

### Job Purpose

- Help shape, lead and manage the site management function across the academy.
- Manage and improve a proactive Health and Safety process throughout the academy.
- To undertake tasks to ensure the maintenance, security and health and safety of the school site (including grounds, buildings, facilities and equipment, ensuring efficient and effective operation.)
- Manage, in conjunction with the Deputy Headteacher and Operations Manager, the site team.
- Ensure that the site and facilities are kept open and fit for purpose and that value for money is achieved.

### Key Responsibilities

To support the Site Manager in the following aspects:

- To work closely with the Headteacher, Deputy Headteacher and Operations Manager in ensuring that the site and facilities of the academy provide an effective and high-quality environment.
- To ensure that the Academy buildings and site are clean, safe, secure and accessible.
- To promote teamwork and to motivate site staff to ensure effective working relationships and efficient working practices.
- To actively promote the academy's policies and to comply and lead with its health and safety policy and undertake risk assessments as appropriate.

### Health and Safety

- To work alongside the Operations Manager to ensure health and safety regulations for the site are met.
- To manage the site team in the daily, weekly and monthly health and safety checks required across the site, ensuring all paperwork is completed as required.
- To note and report as necessary on matters affecting the health and safety of persons on the site.
- To ensure any contractors working on site are aware of the Health and Safety rules and requirements.
- Testing portable electrical equipment if trained and accredited to do so.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

### Security and supervision

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from workers and contractors and, where appropriate, advising the Headteacher of their presence.

#### Caretaking and maintenance

- To oversee the daily duties of the site team and manage their deployment.
- Undertaking cleaning of allocated area(s), and secondary cleaning
- Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level – comments relating to equipment apply detailed above.)
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Operations Manager
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder including: -
  - Plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.
  - Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean
  - Taking delivery of materials and other goods and conveying them to their points of distribution.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school-based procedures in the event of a fire, flood, breaking and entering, accident or major damage

#### General

- Preparing the school premises and site for out of school activities
- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures
- Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Head Teacher
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

PERSON SPECIFICATION - LEAD CARETAKER

	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> <li>● Good Literacy &amp; Numeracy and communication Skills</li> </ul>	<ul style="list-style-type: none"> <li>● Attendance at courses related to cleaning, caretaking or health &amp; safety</li> </ul>
Professional Experience	<ul style="list-style-type: none"> <li>● DIY skills: carpentry, plumbing, plastering, glazing.</li> <li>● Ability to carry out health and safety checks and maintain relevant records</li> <li>● Ability to resolve problems and adhere to health and safety guidelines</li> </ul>	<ul style="list-style-type: none"> <li>● Use of commercial cleaning and commercial site maintenance equipment</li> <li>● Experience of caretaking or premises management, building cleaning or building management</li> <li>● Taken responsibility for security of a building</li> </ul>
Knowledge, abilities, skills and experience	<ul style="list-style-type: none"> <li>● Ability to supervise and monitor the work of others</li> <li>● To be able to carry out general repairs without guidance</li> <li>● Ability to follow and comply with instructions on equipment and / or materials usage</li> <li>● Willingness to work as part of a team</li> <li>● Ability to work to deadlines</li> <li>● Ability to manage own work and time effectively</li> <li>● Ability to use own initiative</li> <li>● Ability to deal with other contractors or maintenance workers</li> <li>● Able to resolve complaints quickly and efficiently</li> <li>● Being flexible</li> <li>● Being resourceful and self-motivated</li> </ul>	
Work Related Personal Requirements	<ul style="list-style-type: none"> <li>● Willing to work outside normal hours if required</li> <li>● Willing to undertake relevant training</li> <li>● Physically strong – capable of working with machinery or moving heavy equipment</li> </ul>	