



Create Partnership Trust
Creating Futures



JOB DESCRIPTION

September 2021

Caretaker GR3

Name:

Salary: GR3 £23,194 - £29,439 pro rata

Hours per week: 25 all year round

Job Purpose

- To be responsible for the management of the overall provision of security, janitorial and cleaning services at the school and associated staff
- To be responsible for the management of the repairs and maintenance of the school site
- To monitor the work of external contractors on site

Duties and responsibilities

- Be responsible for the efficient and effective running of the site including organising grounds maintenance as directed by Headteacher/Head of School.
- Responsible for the security of the site and checks of the building outside school hours, including supporting Crown Securities who are the first key holders if alarms are triggered. Crown Securities will contact you if alarm trigger is not intruder related and unable to re-set.
- To be responsible for ensuring that the buildings, including mobile classrooms and sports hall are open at the commencement of the morning shift and that it has been secured at the end of the evening shift including, where required, the allocation and receipt of keys to the contractor's representative and liaison with cleaning contractors and the business manager to ensure access to appropriate cleaning and catering areas
- To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift, to do a sweep the school site for anything untoward i.e dead vermin etc.
- To hold keys for the school and ensure the school is opened in the morning and secure when left in the evening.
- Where applicable in consultation with the Site Manager to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements
- To supervise Assistant Building Supervisors where appropriate, including implementing on-site training in line with agreed methods and equipment and ensuring, where appropriate, that adequate staffing arrangements are in operation when the building is open.
- Ensure correct completion and submission of time sheets and obtaining authorisation for any overtime for self or and/or others as appropriate.
- Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance
- To be responsible for repairs and general maintenance and ensure that they are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements
- Carry out general portage duties for the establishment, within health and safety guidelines

- Ensure all outside steps, play grounds and approaches are kept in a clean condition and all outdoor bins are emptied at least twice weekly.
- Ensure toilets are adequately stocked with toilet requisites and appropriate cleaned daily.
- To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH)
- Regular checks to ensure fire alarms, all fire-fighting equipment, electrical equipment, CCTV and shutters are in working order along with outdoor playground equipment and emergency lighting to endure compliance with Health and Safety regulations.
- Make main pathways safe after snow/frost by cleaning/salting as appropriate.
- Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable.
- To liaise with users of the building as appropriate to facilitate additional usage of the building, outside usual educational hours (e.g. Election Day, Parents' Evening, Trust Board meetings).
- Changing lightbulbs, fluorescent tubes and ensuring clocks are maintained and secure that are within a working height of 3.35 metres on ladders. Use of towers for changing lights at a higher level.
- Keep drain grids and clean and free from debris and other litter on a daily basis.
- Keep guttering clear.
- Operation of heating plant and reporting any obvious deficiencies in the heating system as a matter of urgency. The agreed checklist should be followed, contacting emergency helpline directly if appropriate. The Site Manager needs to be informed.
- Ensure that all work carried out by themselves or those they supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements (particularly Working at Height regulations).
- To facilitate use of the site for polling purposes, for which extra payment for additional hours may be claimed.
- Carry out minor repairs and maintenance to the buildings/grounds which are within the post holder's capability. This excludes major building works.
- Where appropriate, to avoid risks of water contamination, to ensure that all hot and cold water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more.
- To be responsible for the collection of litter from grassed and landscaped areas.
- To be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log.
- Audit of supplies and timely orders made of toilet roll, soap, light bulbs etc. to ensure stocks do not run out.
- To liaise with the Site Manager regularly and at least once each half term regarding issues of Health & Safety, on-going repairs, maintenance and building projects.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with following school and the Trust's policies and procedures.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of appraisal.
- To adhere to the ethos of the school and Trust.
- To promote the agreed vision and aims of the school and Trust.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents' evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school and Trust.

Working time

- 5 days (25 hours per week) – 5 hours per day
- Expected to be present long enough before and after each session to ensure good communication, preparation and completion of work.

Any Special Condition of Service:

- There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

HEALTH AND SAFETY STATEMENT

In accordance with Create Partnership Trust's Health and Safety Policy, we are commitment to ensuring the health, safety and wellbeing of all our staff.

Create Partnership Trust considers our employees have a major part to play in the success of this Policy by adhering to safety rules and codes of practice set in place to protect all members of staff at work.

We provide information, instruction, supervision and training for our employees ensuring they are competent to carry out their work safely.

DISCLOSURE AND BARRING

This post involves working with children and is therefore subject to a disclosure check through the confidential process administered by the Disclosure and Barring Service. As part of the recruitment process to work with children all staff are required to provide information on all convictions and reprimands, spent or not. A conviction may not exclude candidates from these jobs but will be considered as part of the recruitment process.

SAFEGUARDING

Create Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUAL OPPORTUNITIES

Create Partnership Trust is committed to equal opportunities in employment and positively welcomes applications irrespective of gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.

RIGHT TO WORK

Under Section 8 of the Asylum and Immigration Act of 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control. It is therefore necessary for Create Partnership Trust to establish the entitlement to work in the UK for all applicants.

Responsible to;

- CEO/Headteacher/Site Manager

Signature of Caretaker: _____ Date: _____

Signature of Headteacher: _____ Date: _____