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| Caretaker  Grade 3, Scale Point 4-6  Job Description and Person Specification |  |

# Main Purpose of the job

The Post holder will, under the guidance of appropriate senior staff: be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area.

To manage cleaning and/or site staff and ensure cleaning is in accordance with specification.

To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out.

To be a responsible key holder and ensure security of the premises, contents and grounds.

Ensure compliance with all Health & Safety legislation and recommended practice relevant to the role.

The Site Manager is responsible to the School Business Manager (SBM, the designated line manager).

# Job Description

## Main Duties and Responsibilities

The Site Manager will be required to undertake the following activities:

1. To be the responsible key holder and manage maintenance, security and facilities systems on site including alarm systems.
2. To carry out various maintenance and repairs in the school eg redecorating and fixing.
3. Portering across the site.
4. Maintaining the site, ensuring it is clear of litter and hazards and carrying out routine grounds work.
5. The management of the site team, including monitoring of work, recruitment and induction of site staff.
6. Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person.
7. To carry out cleaning duties as required.
8. To be responsible, in conjunction with the school business manager, for the administration and control of appropriate areas of the budget including monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.
9. Maintain records of inspections, checks, repairs.
10. Undertake simple proactive planned inspections of all buildings, fences and outside hard surfaces to identify faults for rectification, and potential/actual H&S hazards, as well as to inform planning for the rolling refurbishment programme.
11. To advise the Head Teacher on matters relating to energy control and conservation.
12. Act as a point of contact for all contractors working on the school’s buildings and grounds (except for designated capital projects).
13. Carry out physical tasks and a level of maintenance within their competence when required (eg redecoration, minor works).
14. Maintain good working relationships with Senior Leaders, Support Staff and contractors appointed to undertake buildings and grounds maintenance tasks.
15. Meet formally with the School Business Manager to review the maintenance.
16. Take account of the Health & Safety (H&S) risks associated with tasks that need to be undertaken and use/wear the appropriate safety equipment.
17. Report H&S hazards which cannot be dealt with immediately to the SBM or in their absence a Headteacher. Ensure safety hazards are clearly identified and cordoned off.
18. Support the SBM in ensuring the school’s H&S requirements related to buildings and site maintenance, prepare & document risk assessments & safe working procedures, liaise with the appropriate professional advisers/contractors and compile legal documentation.
19. Support the SBM in the management of a programme of contracts (e.g. Legionella control, asbestos, firefighting equipment, fire alarms, fire risk assessment, PAT testing etc).
20. Responsible for ensuring an effective removal, storage and waste disposal service.
21. Oversight of site security, liaising with the emergency services as required.
22. Ensure the safekeeping and return of any keys issued for access to rooms and observing all procedures in respect of building security, energy conservation and confidentiality of information.
23. Asset register holder for facilities equipment. Undertake and supervise asset register checks and random checks as required.
24. Plan and oversee the Site Team’s support for major school events (Open Days, Parents Evenings, etc).
25. Oversight and maintenance of the Hall and other facilities let to the community.
26. To work as part of a team, to support colleagues and contribute to the vision and ethos of the School and be committed to personal development.

## Other Duties

1. To be responsible for promoting and safeguarding the welfare of the children and young persons that the post holder might come into contact with during his/her day to day duties around the school site.
2. To carry out any other reasonable instructions given by SBM or Headteacher.

General Conditions

All duties must be carried out in such a way which takes reasonable care for the health and safety of him/herself and other people who may be affected by his/her acts or omissions at work while also complying with:

* The Health & Safety at Work Act.
* Act of Parliament, Statutory instruments and regulations, as well as other legal requirements.
* Relevant nationally agreed Codes of Practice.

# Caretaker Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required. The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

The Category column indicates the method of assessment:

A = Application C= Certificate I = Interview R = Reference

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| Selection criteria | Method of Assessment | Essential | Desirable |
| **1. Qualifications and Experience** | | | |
| Technical Competency (Qualifications and Training) | A, R |  | ✓ |
| English & Maths to GCSE Grade C or equivalent level | A |  | ✓ |
| NEBOSH/IOSH or other relevant Health & Safety qualification | A |  | ✓ |
| IT qualification | A |  | ✓ |
| Building services or a mechanical / electrical qualification at HND level or equivalent | A |  | ✓ |
| BIFM recognised qualification relating to Facilities Management | A |  | ✓ |
| Wide range of facilities management experience including supervising contractors | A, I, R |  | ✓ |
| Experience of providing performance management for a team, setting individual & relevant targets, conducting regular reviews | A, I |  | ✓ |
| Full working knowledge of relevant policies/code of practice/legislation/H&S procedures & regulations | A, I |  | ✓ |
| Previous experience working in the education sector | A, R |  | ✓ |
| Wide range of administrative experience | A, I |  | ✓ |
| Experience in managing facilities | A |  | ✓ |

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| **2. Skills and Attributes** | | | |
| Ability to keep accurate records – paper and electronic | A, I | ✓ |  |
| Excellent interpersonal skills | A, I | ✓ |  |
| Strong organisational skills with the proven ability to multi-task and prioritise own work and that of others to meet deadlines | A, I | ✓ |  |
| Competent in using Microsoft Office products and being able to use these to provide information / reports for colleagues | A | ✓ |  |
| Excellent communication skills, both written and verbal | A, I | ✓ |  |
| Ability to manage conflicting and changing priorities | A, I | ✓ |  |
| Competent in managing budgets and implementing cost controls | A, I |  | ✓ |
| An ability to undertake all the physical aspects of the job | I | ✓ |  |
| Knowledge of manual handling procedures | A | ✓ |  |
| Willingness to gain awareness of COSHH regulations and other regulations relevant to the role | A, I | ✓ |  |
| **3. Personal Style and Behaviour:** | | | | |
| Ability to remain calm under pressure | A, I, R | ✓ |  |
| A positive and flexible approach | A, I | ✓ |  |
| Highly organised and methodical | A, I | ✓ |  |
| Personable, approachable and courteous at all times | I | ✓ |  |
| Energy, enthusiasm and resilience | I | ✓ |  |
| Customer focused | I | ✓ |  |
| Ability to develop positive relationships with colleagues & others | I | ✓ |  |
| High levels of integrity, dedication and commitment | I, R | ✓ |  |
| Commitment to continuous service improvement. | A, I | ✓ |  |
| Personal commitment to self-development. | I | ✓ |  |
| **4. Other** | | | |
| Willingness to consent to and apply for an enhanced/standard Criminal Records Bureau disclosure check | A | ✓ |  |
| Awareness of and commitment to Safeguarding | A, R | ✓ |  |
| Awareness of and commitment to Equality and Diversity | A | ✓ |  |
| Awareness of and commitment to Environmental Issues | I | ✓ |  |
| Commitment to personal development | I | ✓ |  |