

JOB DESCRIPTION

POST: SENIOR CARETAKER and Health & Safety Officer

RESPONSIBLE TO: Headteacher or designated person

SALARY: Band E, Scale Points 13 - 17

ACTUAL SALARY: £17,391 - 18,672

LOCATION: Dordon & Wood End Primary Schools

WORKING PATTERN: 37 Hours per week - Full Time - 52 weeks - Full Year

DISCLOSURE LEVEL: Enhanced

BROAD DESCRIPTION:

Responsible to the Headteacher or nominated representative for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site as necessary. Responsible for managing caretaking services to all buildings forming the school sites, ensuring a safe and secure environment.

Responsibility for undertaking minor or temporary maintenance and repairs.

Supervising school site contractors, inspections and cleaning staff.

Responsible for ensuring the timely completion of risk assessments, safety checks and maintained records, taking appropriate action in accordance with Health and Safety regulations and legislation.

Responsibility to ensure first aid, cleaning and maintenance stocks are managed.

Responsible for liaison with property services and CATs Estate Management regarding site security and maintenance.

Responsibility for others: The post has some impact on the well-being of individuals or groups (i.e physical, mental, social, health and safety).

Responsibility for physical resources: The post has considerable responsibility for cleaning, maintenance and the repair of certain equipment or buildings including the security of buildings.

Responsibility for staff: The post has responsibility for a small number of facility staff to include training, work allocation and performance management.

Responsibility for budget: The post has limited responsibility for financial resources other than placing orders, verifying invoices and monitoring expenditure against a specific budget.

TYPICAL TASKS

Security:

Carry out security procedures for the school buildings and grounds

Routine and non routine opening and closing and security of premises and grounds

Take action to prevent trespass on the premises

Ensure unauthorised parking of vehicles does not occur

Act as a nominated key holder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours.

Cleaning:

Ensure the premises/site and furnishings are cleaned in accordance with the school's/authority's standards, including supervising, organising and appraisal of work of cleaning staff
Carry out regular cleaning inspection and maintaining log sheet
Ensure floors are stripped and retreated at appropriate intervals
Order cleaning materials and equipment
Maintain time book and fill in claims forms etc.

Maintenance:

Ensure that the site is maintained and fit for purpose
Carry out minor maintenance work and repairs.
Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff.
Responsible for monitoring/reporting damage as appropriate
Direct contractors to sites of repair and maintenance work
Inspect work of contractors where satisfaction note required
Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available
Carry out frost precaution procedures
Carry out procedures in event of fire, flood, breaking and entering, accident or major damage
Provide emergency access in the event of snow or minor flooding or similar emergency situations
Ensure playing areas and paths are free from litter
Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary
Ensure that caretaking and cleaning equipment is in a safe and working condition
Undertake occasional painting

Stock:

Receive delivery of stock, materials etc., and ensuring appropriate storage in accordance with COSHH.
Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders as necessary.
Ensure first aid materials are compliant and fully stocked.

Lettings:

Prepare for after-school activities and ensure accommodation is prepared for normal school use
Undertake school lettings in accordance with the lettings procedures.

Health and Safety:

Arrange annual checks via local authority for equipment maintenance.
Provide information for Health and Safety reports.
Ensure risk assessments are reviewed on an annual basis with SLT.
Monitor accident books to provide analysis of accidents and risks associated.
Ensure contractors/visitors are aware of school security, health and safety requirements.
Attend pre-site meetings where appropriate.
Seek advice from local authority, HSE or CAT Estates beyond competency/experience.

Other:

Moving equipment and resources as required
Marking sports pitches (where appropriate)
Checking and recording fire alarm and security systems have been tested and are in working order.
Out of Hours working may be required on occasion to include late night call outs or weekend working.
Assist Headteacher (or nominated representative) in any other related business.

QUALIFICATIONS/TRAINING AND COMPETENCIES

Be aware of and understand the Authority's regulation, e.g. H&SAW and COSHH guidelines.
Literacy skills to complete forms and orders, write instructions, understand and follow health and safety and COSHH instructions.
Numeracy skills to check goods, check invoices, carry out stock control, undertake calculations, monitor and account for expenditure against a budget.
Able to carry out procedures, routines and follow instructions.
Able to plan short term.
Able to operate cleaning equipment, machinery and tools and undertake basic maintenance.
Have minor maintenance skills (e.g. plumbing, electrical, glazing, woodwork) to make safe.
Understand basic administrative systems (lettings, time book, maintenance hotline, ordering).
Understand and be familiar with the layout and organisation of the school and its site.
Have staff management skills and be able to manage a small team.
Ability to provide information and report to the Headteacher, Governors and Local Authority/CAT as needed or requested.
Able to take initiative and be proactive.
Be first aid trained or willing to undertake training.
Can solve straightforward problems; respond to unforeseen circumstances (e.g. hazards, accidents etc.)
Previous experience in caretaking or related field essential

PERSON SPECIFICATION

Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - 'letting your light shine': All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

All members of the staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships, working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. All staff have clarity and certainty about the direction our school is taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.

Safeguarding Children

CAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Head of Human Resources. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

| | Essential | Desirable |
|---|--|---|
| Qualifications | <ul style="list-style-type: none"> This is a manual job and it is important to be able to meet the physical expectations of the role. Experience of working in a site, security or maintenance environment. | <ul style="list-style-type: none"> COSHH and RIDDOR trained Manual handling and ladder training |
| Experience, Skills and knowledge | <ul style="list-style-type: none"> Caretaking experience or good all round ability in general maintenance. Must be able to act on own initiative to ensure all standards are met. Ability to work to tight timescales, with good organising, planning and prioritising skills. To have pride in the presentation of the School Facilities Ability to use specialist equipment/resources. Ability to lead and motivate other staff. Ability to relate well to children and adults. | <ul style="list-style-type: none"> Working knowledge of relevant policies/codes of practice/legislation |
| Personal Qualities | <ul style="list-style-type: none"> A friendly, yet professional and respectful approach which demonstrates support and shows mutual respect. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating and encouraging others and achieving expectations. An absolute commitment to welfare and development of our students. Embraces and welcomes changes and is adaptable. | |
| Other | <ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people Willingness to undergo appropriate checks, including enhanced DBS Checks Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people | |