

Senior caretaker job description

Responsible to:

Head teacher, senior management team (SMT) and office manager on a day to day basis
/ Directors of Woodcroft School Ltd. as employers.

Premises security and checks

Maintain the physical security and safety of the premises:

- implement and manage systems (both manual and electronic) to ensure compliance with planned preventative maintenance (PPM) schedule, including commissioning, overseeing and signing off contracts;
- action and/or delegate any emergency or planned repairs via the maintenance task planner held on Microsoft Planner, keeping accurate job status and records of progress;
- ensure all regular checks are carried out following the relevant premises checklists, and documented appropriately;
- oversee contractors, cleaners, etc.;
- commission and/or undertake emergency repairs;
- lock up and secure the school premises daily, including the following checks; air conditioning, heating systems and heaters (adjust during extreme weather to prevent pipes freezing), overflow pipes, ensure taps and electrical equipment are turned off, Aga left safe, windows, doors;
- weekly walk-round check of garden and perimeter to ensure perimeter security, and check for overhanging branches, fungi, animal droppings etc.;
- weekly visual check of all areas of the property, including but not limited to; roofs and gutters, cellars and outbuildings;
- maintain security lighting;
- activate, test and maintain the fire alarms, and test sprinkler system monthly, and record results;
- monitor vermin traps;
- carry out other health and safety inspections in accordance with the *Inspections folder* (see *Health, safety and safeguarding* below).

Maintenance

Maintain the school premises and the school perimeter/boundary, including the section of Whitakers Way lane leading to the school, to a high standard:

- proactively and daily instigate work for and oversee the maintenance task planner, prioritise and action these jobs, undertake repairs and maintenance jobs as necessary, and delegate others as appropriate;
- obtain quotes, commission and carry out emergency and routine maintenance;
- timetable and manage planned development projects and holiday work, including decorating and maintenance, making sure all work is carried out to a high standard;
- monitor and escort contractors when on school premises, and ensure they follow the school's health and safety procedures;
- keep lane in good repair, mend pot-holes, resurface when required;
- maintain an on-site contact list of approved contractors and suppliers, with emergency contacts for essential services, including plumber, electrician, fire alarm and sprinkler system, telephone system, gas and heating, roofer, general builder, and others as required;
- make, install, mend and alter fixtures and fittings, and assemble flat pack furniture;
- mend and adapt furniture, toys and equipment;
- move furniture and equipment around school when requested;
- organise storage, including sheds, cleaning equipment and garage area;
- receive deliveries of parcels and large items, store or ensure delivery to correct person within school.

Health, safety and safeguarding

- safeguard and promote the welfare of children and young people at Woodcroft School;
- report issues that may have health and safety implications to the head teacher and office manager immediately, and record in the maintenance task planner that this has been done;

- liaise with the school's Competent Person Service in line with legal requirements, and ensure recommendations are shared with head teacher and acted upon;
- meet *Health and Safety and Environmental Health Regulations and Recommendations* in accordance with the relevant Competent Person Service documentation (risk audits and risk assessments);
- follow and implement the school's *Health and safety policy* and *Health and Safety Codes of Practice*;
- contribute to the action plan for the *Caretaking activities* section of the *Health and Safety Codes of Practice*.

Cleaning

Maintain a clean and tidy school premises:

- liaise with the school's cleaning contractor and on-site supervisor to ensure a high standard of work;
- be familiar with and demonstrate good practice regarding the safe handling and storage of the school's cleaning products, and to be aware of relevant first aid precautions;
- order cleaning and maintenance equipment and consumables;
- on arriving at school, check cleanliness of lavatories and ensure there are sufficient lavatory rolls and hand towels in dispensers;
- keep all outside communal areas clean and tidy, including removing litter in the lane and on the premises, and putting away terrace toys and equipment at the end of the day;
- liaise with refuse and recycling contractors;
- ensure refuse and recycling are stored out of sight safely and hygienically and are ready for collection.

Vehicles and transport

- supervise and co-ordinate traffic in the lane at the end of the school day;
- drive the vehicles as and when required;
- ensure implementation of safety checks under the school's *Vehicle inspection procedures*;
- ensure school vehicles are booked in, delivered and collected (or arrange same) from the garage when required for services, safety checks, MOTs, repairs, etc.;
- ensure school vehicles are cleaned and maintained to a high standard.

Communication

Maintain good communications and relationships with staff, pupils, contractors, visitors, neighbours and others involved with the running of the school:

- coordinate with morning caretaker daily and office manager weekly;
- attend health and safety / PPM meetings regularly;
- plan holiday work as and when required with the morning caretaker, head teacher and office manager at the start of the year and at the end of each half term;
- provide contact details and be available for consultation in an emergency during holidays;
- provide at least one month's notice of planned holidays to office manager, please note holidays must be taken in school holidays;
- in the event of any other absence, implement the school opening and closing emergency procedure and notify head teacher straight away;
- oversee and monitor the regular and emergency work of the morning caretaker;
- provide cover as and when needed for the morning caretaker.

As a Woodcroft team member

- undertake other reasonable duties as directed by the head teacher or senior staff – this may include cover for other members of staff;
- show awareness of and comply with all of Woodcroft's policies and procedures, but particularly those relating to child protection, confidentiality, data protection, equal opportunities, health and safety and security, and report any concerns to an appropriate person;
- contribute to the overall ethos, aims and work of Woodcroft by establishing and supporting constructive professional relationships;
- attend and participate in relevant meetings as required;
- participate in training, other learning activities and professional development as required.

Senior caretaker person specification

Qualifications

Essential

- valid, clean, manual UK driving licence

Desirable

- basic first aid
- health and safety training
- legionella training
- food hygiene training
- child protection training
- other relevant training, e.g. electrical, plumbing, gas and general building and trade certification

Essential work experience

- practical experience of building, grounds, garden and vehicle maintenance
- experience of managing projects
- experience of using electronic recording systems, such as Microsoft Planner

Essential knowledge and skills

Having good:

- general knowledge of trades, including carpentry, plumbing, electrics and security
- practical skills, including basic carpentry, plumbing, electrical and building work
- attention to detail
- understanding of risk assessment
- literacy and numeracy skills
- management and communication skills
- organisation and planning skills
- IT skills, including use of Microsoft suite of products

Essential personal qualities

- the ability to work independently and to use initiative
- high level of integrity and ability to handle confidential data sensitively and securely
- motivation to work with children and young people
- the ability to relate well to and to form and maintain appropriate relationships with children, young people and adults
- the ability to maintain a consistent approach in line with policies and procedures
- the ability to work as part of a team with an understanding of staff roles and responsibilities within the school
- a strong sense of responsibility
- appreciation of the rights, opinions and feelings of others
- a calm but firm manner with a positive attitude to the use of authority
- a flexibility of thought in adapting to new initiatives
- a proactive rather than a reactive approach
- the health and physical capacity to undertake the range of activities relevant to the job, as required by *The Education (Health Standards) (England) Regulations 2003*. This includes (but is not limited to) emotional and physical resilience; the ability to work under stress; a high level of stamina; and the required physical fitness