

## Job Description

**School:** Hollis Academy

**Post Title:** Caretaker

**Grade:** G (SCP 9 -12)

**Reports to:** Premises & Facilities Manager

**Main Purpose:** To work under the direct instruction of the Premises & Facilities Manager to undertake general caretaking duties including semi-skilled general maintenance and repairs (other than where it is necessary to employ skilled tradespersons) and supervise cleaners.

### Tasks

#### Responsibilities

- To ensure the general security of the school premises and grounds (including safety measures in cold weather – gritting).
- To supervise the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor and direct the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials.
- To carry out first line repairs and maintenance.
- Identify and report preventative maintenance and carry out more specialist repairs/works of buildings/grounds/equipment.
- To undertake general portage duties.
- To ensure that the premises are open for use as and when required and ensuring the premises are secured after use.
- To be responsible for supervising outside agencies on site with regard to repairs and maintenance of the school building.
- To be one of the named key holders for Hollis Academy.

#### Security Access

- Routine and non-routine opening and securing of building and grounds (including patrolling of premises)
- Regular checking of security devices/systems and settling of the alarm system where provided.
- Clear and salt main paths and playground when necessary. Ensure that all outside areas and paths are free from hazard and debris e.g. glass, leaves etc.
- Assist with fire drill practices.
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school policy.

#### Health & Safety

- Ensure that the school premises and furnishing areas are safe and in good order.
- Ensure that protective clothing is worn and that safe methods are adopted, and that Health and Safety rules are adhered to.
- To attend appropriate Health and Safety training courses.

- Ensure that all areas are cleaned and disinfected.
- Ensure that cupboards containing harmful substances are kept in a secure/locked position.

### **General Maintenance**

- Carry out minor repairs and maintenance that are above and beyond the scope of a competent DIY person. Be able to undertake and complete more specialist work at a similar level as a semi-skilled craftsman e.g. hanging a door, fixing a broken window.
- Report any repairs and maintenance work required to the school which is beyond the competence of the caretaking staff to the Premises & Facilities Manager.
- To direct workman or contractors to the site of repairs and maintenance work. Inspecting work and where there is a requirement signing completion notes as necessary.
- Liaising with the Premises Manager for the requisition of stores and supplies including the appropriate personal hygiene products e.g. toilet rolls, paper towels etc.
- Checking lamps/florescent tubes and replacing as necessary.
- Carry out specific procedures in the event of fire, flood, accident or major damage.
- Ensuring that all cleaning equipment is in a safe and efficient working condition.
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy.
- Ensuring that premises/site is prepared for normal school activities. Making the premises available for out of school activities on evenings and at weekends and securing the premises after use. Where this involved working overtime an appropriate payment will be made.

### **Portage**

- Moving furniture and equipment around the school premises as requested.
- Taking delivery of goods ordered by the school and storing if required.

### **Heating Systems**

- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Reporting any failure of the heating plan promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school • Carrying out frost procedures when necessary
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition

### **Grounds Maintenance**

- Ensuring that all hard play areas and paths are clean and free from litter and excrement.
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish.
- Emptying outside litterbins and keeping areas around the school premises litter free.

### **Other**

- Participate in training and other learning activities as required.

- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time.
- The post holder may reasonably be expected to undertake any other duties commensurate with the level of responsibility that may be allocated from time to time.
- There is an expectation that all our staff will work across the Trust as necessary and the post holder may be asked to work at any of our other local sites.

## Person Specification

**Post Title:** Caretaker – Hollis Academy

**Grade:** G

	<b>Essential</b>	<b>Desirable</b>
Qualifications/Training	<ul style="list-style-type: none"> <li>• Basic skills/induction</li> <li>• Willingness to participate in training and development opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH training</li> <li>• Health &amp; Safety training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• DIY experience at a similar level of a semi skilled craftsman.</li> <li>• Care and maintenance of premises, including security</li> <li>• Experience of Staff supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Trade</li> <li>• Worked in a school environment.</li> <li>• Experience of working with heating systems.</li> <li>• Experience of using IT systems.</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety requirements.</li> <li>• Knowledge of security systems and procedures.</li> <li>• Able to carry out set instructions and seek clarification where necessary.</li> <li>• Understanding of appropriate cleaning methods and standards.</li> <li>• Ability to follow and comply with instructions on equipment/machinery.</li> <li>• Good communication skills and the ability to work effectively with a wide range of people.</li> <li>• Able to deal with emergencies outside normal working hours following set procedures.</li> <li>• Ability for some heavy lifting.</li> <li>• Is able to priorities daily workload.</li> <li>• Ability to drive with own transport.</li> </ul>	
Personal attributes	<ul style="list-style-type: none"> <li>• Pleasant and friendly manner</li> <li>• Polite and punctual</li> <li>• Reliable</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school/Trust.</li> <li>• Ability to work flexibly.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

