Devon County Council Job Description

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| **Position Title** | **Caretaker** | | |
| **Location** | Stoke Hill Federation - Exeter | | |
| **Reporting to** | Head of School/Premises Operations Manager | | |
| **Position Number(s)** |  | | |
| **Grade** | **D** | | |
| **Effective date** | 18/03/2024 | **Job Number** |  |

# The main purpose of the job is to:

Ensure that the school is secure and maintained to high standards and act as key holder for the building. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

# Main duties and responsibilities:

1. Be aware of the Health and Safety at Work Regulations and comply with its requirements in all aspects of the work. Where required, training will be provided.
2. Follow all procedures specified in site operations manual where relevant.
3. Hold keys and be responsible for the security of the building(s), this is across two sites.
4. Be able to quickly respond to unfamiliar circumstances and to assume responsibility for site at short notice.
5. Provide a minor maintenance service as specified and undertake specialist periodic cleans.
6. Be available to be on site outside normal working hours.

# Cleaning tasks:

1. To undertake specialist periodic cleans when necessary, e.g. polishing and re- varnishing of floors, carpet cleaning
2. Responsible for the stock control, requisition and security and safe storage of cleaning materials and chemicals
3. Correct use of chemicals, safety equipment and personal protective equipment (PPE)
4. Arrange skip collection and hire when necessary, with nominated contractor
5. Cover for absent cleaners as necessary.

# Grounds Tasks:

1. Maintain good general appearance of external grounds and keep in a tidy condition, free from leaves, weeds, snow, ice and litter.
2. Keep building gutters clear and ensure that the exterior of the school building and front entrance is kept clean.
3. Minor masonry repairs, i.e. paving slabs, re-pointing.
4. Support the school gardener in their tasks and work alongside them to complete larger tasks as required.
5. Ensuring external bins are emptied.
6. Drains are checked periodically and cleared.
7. Weekly visual inspection of site for obvious failings/ problems

# General Maintenance tasks:

1. Painting and decorating.
2. Carry out repairs and maintenance e.g. unblocking sinks, unblocking toilets, minor repairs to furnishing etc.
3. Porterage of furniture, equipment and supplies as required.
4. Fit coat hooks, shelves and display boards etc.
5. Replace light bulbs, light tubes, 3 pin plug tops and fuses.
6. Work at heights in accordance with relevant risk assessments when necessary
7. Inform line manager of any required repairs or issues.
8. Work alongside the Infant School caretaker to undertake maintenance tasks at either site.
9. Remove broken items (furniture, equipment etc.) and arrange necessary disposal or recycling.
10. Provide electricity and water meter readings monthly to the Finance Operations Manager

# Security tasks:

1. Daily unlocking and opening of establishments in the mornings.
2. Secure the establishment at the end of the day.
3. Operate the establishment’s security alarm and fire alarm system.
4. Attend occasional out-of-hours emergency callouts and make safe any breach of security.
5. Act as a named key holder out of hours.
6. Liaise with visiting contractors when necessary.

# Health & Safety tasks:

1. Undertake mandatory and statutory checks and record the results, this will include, but not be limited to, the fire protection system, intruder alarm and water hygiene monitoring.
2. Maintain paths, steps and walkways and ensure they are in a safe condition for use.
3. Visual check that light switches and electric sockets are not loose, cracked or broken. Report any issues to line manager.
4. Ensure safety and security of access doors to school e.g. glass in good order, closing mechanisms in good order etc.
5. Use products which fall under COSHH regulations and keep the COSHH register up to date.

# Other duties:

1. Attend training courses when required.
2. Comply with safeguarding training and advice.
3. Attend monthly meetings with Premises Operations Manager / Head of School to agree periodic works.

# Personal, Inter-personal and Organisational Skills:

1. Form positive relationships with staff, children, parents, contractors and other school users.
2. Self-motivated, self-directed and ability to work within a team.
3. Work in a flexible manner to respond to the needs of the service.
4. To undertake allocated tasks in a timely manner to ensure that disruption to school life is kept to a minimum.
5. Maintain a team approach to the cleanliness, comfort and décor of the school.
6. Arrange leave in order to fulfil contractual responsibilities.

# Person specification:

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| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Experience | * Experience of building maintenance * Awareness of Health and Safety at work | * Previous role as cleaner or caretaker. * Knowledge of COSHH requirements | Application/ Interview / references |
| Practical Skills | * Appropriate use of tools associated with building maintenance * Appropriate use of equipment and products associated with general cleaning * Maintenance of stocks and stock control * Building Maintenance. |  | Application/ Interview / references |
| Communication | * Ability to work without direct supervision. * Ability to communicate with managers, staff, contractors, residents, when required * Good standard of oral and writing skills |  | Application/ Interview / references |
| Personal Qualities | * Ability to work flexibly according to the needs of the service * Ability to work on own initiative and within the team. * Positive and cheerful attitude |  | Application/ Interview / references |
| Strategic Thinking |  |  Ability to think ahead proactively to future needs. | Application/ Interview / references |
| Technology / IT Skills |  |  | Application |
| Education and Training | * Good level of literacy and numeracy * Good level of practical skills | * Valid First Aid certificate * Working at heights training * Relevant vocational qualification in facilities management or building maintenance. * Moving and handling training * Monitoring water systems with regards to Legionella. * Knowledge of fire regulations. | Application / interview / references |
| Equal Opportunities |  Devon County Council and it’s staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties | | Interview |
| Physical |  Able to carry out the duties of the post with reasonable adjustments where necessary | | Interview / application/ references |
| Safeguarding children | * A commitment to promoting the welfare of children * A DBS disclosure | | Interview / application / references |

1. **Supervision and Management:**

None.

# Creativity & Innovation:

When appropriate, contribute to ideas for the development and improvement of the school building.

# Contacts & Relationships:

Occasional work alongside contractors. Informing Line Manager of issues raised by groups or contractors. Contribute to the team approach at the school.

# Decisions - Discretion:

Under the direction of the Line Manager, maintain the building and grounds where required.

Undertake mandatory and statutory checks and record the results. This will include, but not be limited to:

* + the fire protection system
  + water hygiene monitoring
  + Intruder alarm

# Decisions - Consequences:

* + The decisions will ensure that the health and safety for children, members of the public & other staff are safeguarded as required by the Health and Safety at Work Act.
  + The decisions will ensure that visiting contractors can perform their tasks effectively and safely.
  + The decisions will ensure that resources, including energy will not be wasted.
  + The decisions will ensure that the service users’ environment is comfortable, safe

and clean.

# Resources:

* + Responsible for tools and equipment associated with the role.
  + Responsibility to ensure that tools and equipment are maintained in a safe manner.
  + Responsible for monitoring the effective operation of equipment throughout the school.
  + Communicate Health and Safety concerns to Unit Manager or management.
  + Adherence to fire regulations
  + Responsibility for securing the building and being a named keyholder.
  + Responsibility for out of hours call outs.
  + Responsibility for ensuring security for out of hours lettings.

# Work Demands:

* + To prioritise tasks to ensure that the school’s needs are met and the environment

is safe.

* + To undertake allocated tasks in a timely manner to ensure that disruption to the school is kept to a minimum.
  + To communicate any critical information relating to the needs of children and staff to the Line Manager
  + Required to work in a flexible manner to respond to the needs of the service.

# Physical Demands:

* + Frequent moving and handling of cleaning equipment.
  + The use of tools required to carry out minor maintenance tasks.
  + To undertake physical tasks, typically this will involve floor cleaning, decorating, furniture moving, DIY etc.
  + Working at heights in accordance with relevant risk assessments.

# Working Conditions:

The role is performed mainly inside the school, though some outside work is necessary. There will be infrequent occasions where there will be dust and noise generated. This will usually be associated with drilling, patching up plasterwork and decorating tasks.

Occasionally the role may involve attending other premises to take part in courses.

# Work Context:

Maintain a team approach to the cleanliness, comfort and décor of the school.

The role requires use of products which fall under COSHH regulations. The post holder must keep the COSHH register up to date.

The role requires the use of general cleaning and maintenance tools and electrical equipment.

To undertake other such duties of a similar level of responsibility and within the spirit of the post as may be directed by the Line Manager.

# Knowledge & Skills:

* + Health and Safety at Work
  + Vocational qualification in facilities management or building maintenance
  + Self motivated, self directed and ability to work within a team
  + Must have good communication skills
  + Knowledge of fire regulations
  + Legionella monitoring and recording

**GLPC profile – to be completed by the Employee Reward Team**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SUP** | **CRE** | **CON** | **DEC DIS** | **DEC CON** | **RES** | **WK DEM** | **PHYS DEM** | **WK COND** | **C TXT** | **K&S** | **Score** |
|  |  |  |  |  |  |  |  |  |  |  |  |

# Health & Safety:

The purpose of this section of the JD is for the **manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them.** This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and discussed with individual job- holders (J/H).

|  |  |  |
| --- | --- | --- |
| **Potential Hazards** | **Applicable to this job? (****)** | **Action to be taken** |
| Display Screen Equipment | x | Not relevant |
| Manual handling |  | Training to be attended |
| Verbal / physical abuse |  | Copy of School Behaviour Policy available |
| Work equipment |  |  |
| Fire |  | Training to be attended |
| Environmental |  | As per COSHH data sheets recommendations and RA22 |
| Isolation / lone- working |  |  |
| Slips, trips & falls |  | Copy of Safety Policy and Procedures available |
| Chemical |  | As per COSHH data sheets recommendations and RA22 |
| Working with Vulnerable persons | x | Not applicable |
| Premises related |  | Copy of Safety Policy and Procedures available |
| Transport risks | x | Not applicable |
| Working at heights |  |  |
| Other hazards not identified above |  | RA22 |

# Structure chart – to be sent in by the manager as additional information with the job description and person specification.

Structure chart

**Executive Headteacher**

**Federation Premises Operations Manager**

**Caretaker**

**Contractors Cleaners Supervisor Cleaner with keys**

**Signatures:**

**Job Description agreed by:**

**Line/Originating**

**Manager: Date:**

**Job Holder (if in**

**place): Date:**