

Job Description

Job Title	Casual Caretaker	Directorate	Children's Services
Post Number	SCH547	Division	
Grade	Grade 4 Scale points 5 to 6	Salary	£19312 - £19699 FTE
		Section	Woodsetton School

Reports To Headteacher

Purpose of the Job

The School Site Manager / Caretaker is responsible, through the Headteacher and Governing Body, for a wide range of duties and responsibilities connected with the fabric and grounds of the School.

Specific Accountabilities

DUTY HOURS

The working day for a Caretaker in term time is normally 37 hours per week to be worked normally between the core time of 7.30am and 5.30pm depending upon the needs of the school. Your contract will be set as a Casual Contract, therefore your hours are as and when required.

SECURITY AND ASSOCIATED DUTIES

Duties include:

Carrying out security procedures for School buildings and grounds.

Opening and closing of School premises, including gates, doors, windows, fire exits etc., for the purpose of School use, out of School hours function, maintenance and emergency services.

Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.

Liaising as necessary with the emergency services, including calling out of emergency services as required.

Reporting acts of vandalism to the Headteacher and/or Police as necessary.

Courier duties as required by the Headteacher, including taking cash to be banked as required

Performing security duties at the School gate before/after School.

HEATING

Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to a qualified heating engineer and Headteacher.

SICKNESS / ANNUAL LEAVE COVER

Holidays to be taken during school holidays, subject to the approval of the Headteacher.

FURNITURE MOVING.

Move such items of School furniture as required, with due regard to current Health & Safety and Lifting & Handling regulations.

CLEANING

Supervise School cleaning staff, ensuring all areas are cleaned to required specification. Liaise with Client Services on provision of cleaning materials etc. Ensure that cleaning machinery and equipment is maintained as Client Services guidelines, reports defects as they arise.

ELECTIONS

Comply with instructions with regard to arranging the necessary facilities for the School to be used as a Polling Station as required by the Returning Officer [if/when applicable].

ENERGY CONSERVATION

In conjunction with the Headteacher, implement all agreed policies.

Read, record and report all meter readings as required by the Headteacher/Energy Conservation Officer.

Inform Headteacher and Energy Conservation of any concerns.

Liaise with the Energy Conservation Officer.

EMERGENCIES - Some examples are:

Clean sickness and spillages as required.

Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.

Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.

Ensure access for emergency services, assist as necessary and secure premises as required.

Arrange repairs etc with contractors with prior approval of the line manager

INTERNAL MAINTENANCE

Report all defects which require specialist repair, inspect electrical fittings and report defects as required.

Replace lamps and domestic fuses as required.

Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc., as required.

Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.

Order and take delivery of materials to deal with repairs mentioned above.

Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from Headteacher.

Be responsible for the supply and availability of all hygiene materials.

Carry out minor repairs to School equipment as agreed with the Headteacher.

Purchase materials for minor repairs.

Carry out minor works in order to improve the site as required by the Headteacher and Board of Governors.

Attend appropriate training courses as required by Headteacher.

EXTERNAL MAINTENANCE

Maintain cleanliness and general tidiness of all external hard areas.

Empty litter bins on a daily basis.

Clean and clear all drains and gullies to ensure effective and healthy operation.

Inspect outside fabric of School, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.

Report/repair defects as appropriate.

Undertake designated gardening duties.

Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.

Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.

Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing.

Some gardening duties, weeding to keep areas tidy.

Carry out minor works in order to improve the site, as required by the Headteacher and Board of Governors.

Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Headteacher/line manager.

Key Accountabilities

- To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Directorate.
- To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies.
- If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Directorate aims and management style.
- To comply with the council's financial regulation and standing orders
- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
- Employees must comply with health and safety legislation and will be required to comply with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

Special Conditions

This post is subject to the DBS/CRB checking process

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old)

Car Allowance

Lump Sum / No Lump Sum *(delete as appropriate)*

Prepared By
(Section/Mgr)

Catering, Cleaning and Caretaking Services

Review Date

Person Specification

Job Title	Casual Caretaker	Directorate	Children's Services
Post Number	SCH547	Division	
Grade	Grade 4 Scale points 5 to 6	Salary	£19312 - £19699
		Section	Woodsetton School

Criteria (Essential)

Assessment By

	Application	Interview	Test
	√	√	√
<u>Experience</u>			
Competent at basic building repairs and maintenance and grounds maintenance.	√	√	
Use of small industrial / electrical / mechanical equipment.	√	√	
<u>Qualifications / Training</u>			
Willing to undergo training as required; able to understand and apply regulations (such as health & safety, manual handling regulations etc.).	√	√	
Able to operate electrical / mechanical systems.	√	√	
<u>Practical Skills</u>			
Able to effectively organise and supervise the work of others (such as cleaners and contractors).	√	√	
Reading, writing and numeracy skills sufficient to check time sheets, delivery notes etc.	√	√	
Able to regularly handle / carry heavy items.	√	√	
<u>Personal Qualities and Attributes</u>			
A proven record of a high level of attendance at work; honest; able to work effectively with little supervision; polite and courteous to members of the public; calm and patient when under pressure; co-operative with other employees, parents and visitors.	√	√	
Able to show initiative and work proactively to ensure the smooth running of the site.	√	√	
	√	√	

Other Essential Requirements

Willing and able to start work early when required.

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Be on call for emergencies.

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Must be flexible with regard to working hours.

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Prepared By

Catering, Cleaning and Caretaking Services

Date

13th July 2022
