

Job Description

Position Title	Caretaker		
Location			
Reporting to	Headteacher/ School Business Manager		
Position Number(s)			
Grade	D		
Directorate/Section/School	CYPS		
Effective date of JD		JE Job Number	G.0975-3

Job Purpose including main duties and responsibilities:

Role: Ensure that the school premises are cleaned, secured and maintained to high standards while fostering good working relationships within the establishment.

Responsibilities

- Carrying out security procedures for school buildings and grounds
- Maintain appropriate tools, equipment and consumables relating to the premises, ensuring they are stored securely.
- Check for and make safe any damage on a daily basis. Report higher level damage to the Headteacher/ School Business Manager to include graffiti, damage and vandalism
- Source contractors when necessary and liaise with School Business Manager
- Be aware of relevant Health and Safety legislation and comply with its requirements in all aspects of the work. Where required, training will be provided.
- Health & Safety requirements must be adhered to and the post holder should take a lead role in some areas such as legionella testing, boiler checks, fire alarm testing etc.
- Security, including setting and disarming security alarm. Keyholder for school site.
- Regulation of heating systems
- Efficient ordering of stocks as necessary and the safekeeping of stocks of consumables
- Make decisions on programme of work given and deal with unexpected priorities
- Responsible for the care and maintenance of all school owned cleaning and maintenance machines and tools
- Move furniture etc as required
- Attend training as and when required
- Manage the cleaning team day to day to ensure that cleanliness is maintained
- Participating in recruitment, induction and on the job training of cleaning staff
- Attend occasional out-of-hours emergency call-outs and make safe any breach of security.
- To oversee the works of contractors on site carrying out general maintenance or school project work

Key Tasks

To manage and participate in the following functions:-

- Undertake programme of cleaning and maintenance tasks as and when required including:
 - Minor damage to fabric of building
 - Replace tap washers
 - Replace door and window furniture
 - Fit coat hooks, shelves, display boards
 - Rehang cupboard doors
 - Repair chairs / tables
 - Painting

- Replace light bulbs, etc
- to ensure compliance of premises and self with Health and Safety regulations;
- the security and cleanliness of the premises
- organisation of and involvement in cleaning of premises
- maintenance tasks and sourcing of higher level maintenance as and when required
- clean windows/glass inside and outside
- Use products which fall under COSHH regulations and keep the COSHH register up to date

Outside Areas

- Maintain and repair the perimeter of the premises as directed by the Headteacher / School Business Manager to include guttering, pathways, steps, gullies and fencing
- Carry out basic maintenance to include gutters, weeding, salting, gritting and litter clearing.
- Maintain outside bins keeping them clean and free of debris.
- Keep playground areas clean, including the Early Years playgrounds
- Monthly visual inspection of wooden play equipment on field for obvious failings/ problems
- Maintain school pathways, salting and gritting as necessary.

Other Duties

- Form positive relationships with staff, children, parents, contractors and other school users.
- To undertake allocated tasks in a timely manner to ensure that disruption to school life is kept to a minimum
- Maintain a team approach to the cleanliness, comfort and décor of the school.
- Be willing to participate in the school's mentoring programme; mentoring key children identified as needing extra support in school

Person Specification

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> ◦ Experience of supervision of staff 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Application Form ◦ At Interview
Experience	<ul style="list-style-type: none"> ◦ An understanding of basic maintenance work. ◦ Understanding of security ◦ Knowledge of relevant Healthy and Safety Legislation. 	<ul style="list-style-type: none"> ◦ Experience pf working in a school 	<ul style="list-style-type: none"> ◦ Application Form ◦ At Interview
Practical Skills/Abilities	<ul style="list-style-type: none"> ◦ Able to organise, prioritise and complete tasks efficiently ◦ Able to plan programmes of maintenance improvements up to several weeks ahead. ◦ Able to problem solve and use initiative ◦ Ability to complete all paperwork /electronic files in relation to the post, including the use of the internet for resources/research etc ◦ Handy person skills ◦ Knowledge of moving and handling procedures. ◦ Knowledge of cleaning procedures required to meet specified standards. 	<ul style="list-style-type: none"> ◦ DIY/Handyperson Skills 	<ul style="list-style-type: none"> ◦ Application Form ◦ At Interview
Communication	<ul style="list-style-type: none"> ◦ Ability to ensure effective cascading of information ◦ Ability to communicate with a wide range of people 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Application Form ◦ At Interview
Personal Qualities	<ul style="list-style-type: none"> ◦ Able to act as part of a team ◦ Ability to develop and maintain good relationships with colleagues. ◦ Flexible attitude, able to respond to emergency call-outs and any other extra work requirements 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ At Interview
Strategic Thinking	<ul style="list-style-type: none"> ◦ N/A 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦
Technology / IT Skills	<ul style="list-style-type: none"> ◦ Be able to access DDC support sites and keep records up to date. ◦ Be competent in using email and electronic records 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Application Form ◦ At Interview
Education and Training	<ul style="list-style-type: none"> ◦ COSHH, Manual Handling, Working at Height, Health and Safety Training. 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Application Form ◦ At Interview

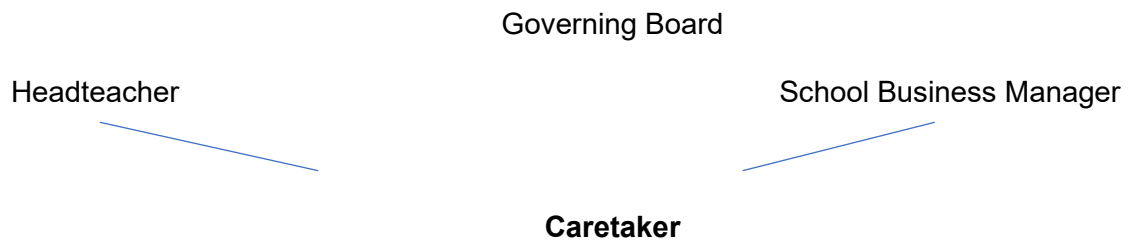
	<ul style="list-style-type: none"> ◦ Willingness to undertake training. 		
Equal Opportunities	<ul style="list-style-type: none"> ◦ Devon County Council and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 	◦	◦ At Interview
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 	◦	Pre-Employment Health Assessment
Other relevant factors	<ul style="list-style-type: none"> ◦ Commit and conform to DCC Standards ◦ To be helpful and support staff in school where appropriate. ◦ Willingness to participate in development opportunities. 	◦	<ul style="list-style-type: none"> ◦ Application Form ◦ At Interview

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.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable	✓	Risk Assessment/Training
Manual handling	✓	H&S Training
Verbal / physical abuse	✓	Induction Training
Work equipment	✓	H&S Training
Fire		
Environmental		
Isolation / lone-working	✓	H&S and Induction Training
Slips, trips & falls	✓	H&S Training
Chemical	✓	COSHH training
Working with Vulnerable persons	✓	Induction Training
Premises related	✓	H&S /Induction Training
Transport risks		
Working at heights	✓	H&S Training
Other		

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



* Caretaker has day to day task management of cleaners and School Business Manager has overall management (probationary reviews/performance management)

This is the GLPC part of the Job Description and the manager needs to complete this giving careful consideration to the duties of the job

1. Supervision and Management:

Day to day line management of 4 cleaners and involvement in recruiting and interviewing new cleaners

2. Creativity and Innovation:

Ensure sickness and absence is covered on a daily basis, involving use of temporary staff and moving existing staff to different areas – ensuring site is cleaned. This often has to take place with short/no notice.

Use of building changes regularly – therefore a need to alter cleaning times and patterns.

Building work and maintenance means changes to work procedures, particularly during holiday periods. Post holder is responsible for managing the change to work procedures.

3. Links with other officers, Service users or Members of the Public:

Daily contact with cleaning staff to check attendance and monitor performance.

Training and induction of new cleaning staff.

Contact with School Business Manager to deal with cleaning staff's performance issues.

Regular meetings with School Business manager and Headteacher.

Regular contact with contractors.

4. Levels of Responsibility:

Decisions on recruitment of new staff.

Allocation of staff to areas and tasks based on ability and need.

Allocation of overtime.

Allocation of hours within the contract total hours.

Deciding which staff resources and banked hours to use during periodic cleaning tasks.

Deciding action to be taken if a complaint is received.

Deciding which stock to order.

Deciding the correct materials and machinery to use on a given task.

4. Effects of Decisions:

Good recruitment to ensure effective staff carry out the duties required in the contract.

Management of effective staff allocation, leading to good standards and a contented workforce.

Effective use of overtime, leading to good budget management and prevention of "over allocation".

Effective stock control leading to good levels of materials and prevention of overstocking

Ensure use of correct machinery and materials leading to lack of damage to decor, flooring, carpets.

4. Resources:

Locking and unlocking the building, maintenance of security system.

Overall responsibility for all electrical and mechanical cleaning equipment.

Responsible for ordering, control of and issuing of cleaning materials to staff.

5. Work Demands:

Interruptions and changes in priority regularly occur due to changing use of areas within the building. Occasions such as meetings and parents' evenings would require the changing of cleaning priorities and would interrupt the normal daily cleaning routine.

Periods of poor weather would also require a need to alter work priorities to take account of additional dirt/soil ingress on floors for example. Other interruptions would include the need to deal with specific requests from the Headteacher or School Business Manager. Changes in priority would occur during periods of staff absence where areas and staff would have to be moved at short notice to ensure the site is cleaned correctly. Planned interruptions would include the allocation of time to carry out induction and training of new staff.

Frequent telephone calls from line manager, cleaning staff and contractors.

Monthly deadline – submission of overtime claim forms – ensure prompt payment for staff.

5. Physical Demands:

High level cleaning includes substantial effort, sometimes in awkward postures, particularly when moving furniture.

6. Working Conditions:

The site is large, meaning a large amount of time is spent walking across the site, exposure to poor weather, i.e. cold, wind, rain.

7. Work Context:

Excessive dust in cases of building work taking place.

8. Knowledge and Skills:

The job requires the skill to deal with issues raised by the Headteacher/School Business Manager efficiently and tactfully.

Need to maintain good relationships with all building users, which in the case of lettings would include members of the public.

Maintenance of stock items to a sufficient level without overstocking.

Keeping records such as the site events diary, timesheets etc.

Administration – including completion of claim forms both for self and staff members, site Health and Safety Reviews, stock takes, ladder checks, inventory checks and any other returns required.

A need to be flexible to work approach, quickly altering priorities and to work around site users. Site events and emergencies such as flooding etc. need to be carefully managed.

Knowledge and skill is required to be able to plan and execute a periodic clean throughout the site, taking into account any school activities and building work that may be taking place. This requires the planning of own workload and those of all members of the cleaning team.

The job requires the knowledge and application of a number of different cleaning tasks within a given area. A knowledge of Health and Safety and Manual Handling is required, as are knowledge of COSHH regulations and the use of various chemicals.

Daily tasks include floor sweeping and mopping, vacuuming, floor polishing, dusting, damp wiping and the cleaning of toilet areas and other hygiene critical areas, which would include medical rooms and Food Tech area. Other tasks that would be required when carrying out periodic cleaning would include high level dusting, chair cleaning, carpet shampooing and scrubbing and re-polishing of vinyl and wood floor surfaces.

A knowledge of basic electrical safety would be necessary as would the skills to use electrical cleaning equipment safely and efficiently.

The job requires knowledge of how to unlock and lock the establishment, involves the safe keeping of keys to the building and the knowledge of the operation of building alarm systems, where fitted.

The skills to successfully recruit and interview new cleaning staff are a requirement as are skills and knowledge to be able to carry out induction and training programmes.

The job requires a level of commitment and the application of a high personal standard of cleaning together with an eye for detail and the daily application of common sense to adapt to different conditions with regard to the use of the site and the prevailing weather conditions.

To be able to plan and prioritise workload, particularly during holiday periods. Also to be able to provide first line technical advice to members of the cleaning team on issues to do with cleaning.

Job GLPC profile – to be completed by the J.E team

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

Signatures:

Job Description agreed by:

Line/Originating Manager: _____ **Date:** _____

Head of Service/Head teacher _____ **Date:** _____