



## JOB DESCRIPTION

### Site Caretaker – Grade: D (£12.80 to £13.69 per hour)

Note: Candidates should ensure that they meet the essential criteria for qualifications and experience and provide supporting evidence.

Reporting to:	To work under the direct instruction of the Head Teacher and alongside members of the Business Team and Tarka Learning Partnership (TLP) Estates team in accordance with conditions of service for NJC staff. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the school’s strategic improvement plan and in consultation with the post holder.
Purpose:	<ul style="list-style-type: none"> <li>• The management and operation of premises related functions at the school (including site maintenance, waste disposal, caretaking, grounds services, security, and cleaning) to ensure that school facilities and premises are maintained to a high standard of safety, cleanliness and secure condition.</li> <li>• To take a supporting role in:             <ul style="list-style-type: none"> <li>○ Operating structures and systems for the effective maintenance and operation of the school’s premises ensuring the school is a clean, healthy and safe environment for all.</li> <li>○ Maintaining the school’s premises and grounds.</li> <li>○ Maintaining appropriate documentation and record keeping all aspects of the site operation including meeting statutory obligations.</li> <li>○ Driving cleaning services forward to ensure that consistent quality is continuously achieved.</li> <li>○ Managing best practice in all aspects of health and safety across the school both on and off the premises for staff and contractors.</li> <li>○ Monitoring the site efficiency in its use of utilities.</li> </ul> </li> </ul>
Supervisory Responsibility:	Line Manage Team of 2 Cleaning Staff
Working Time	<p>18.5hrs, 52 week contract. Working hours: Mornings: 06:45– 08:00 Monday to Thursday, 07:00 to 08:00 Friday. Afternoons: 15:30-18:00 Monday to Friday.</p> <p>Working hours, with prior notice and agreement may be adjusted during holiday periods to support school access for contractors, building projects etc.</p>
Disclosure	Enhanced
Security of Premises and Contents	<ul style="list-style-type: none"> <li>• To open the premises daily and complete the required checks to ensure the building is safe for use.</li> </ul>

	<ul style="list-style-type: none"> <li>• To be responsible for the security of the premises and contents, including the management of the CCTV security system</li> <li>• To make secure the premises and contents and set security alarm at the end of the agreed closing time of the establishment and open the school at the start of the day</li> <li>• To secure the site by: <ul style="list-style-type: none"> <li>○ Locking and unlocking gates and entrance door</li> <li>○ Ensure windows are closed and locked</li> <li>○ Report trespass and unauthorised parking</li> <li>○ Carry out emergency security repairs where possible or contact appropriate contractor on list and TLP Estates team</li> <li>○ Switch on all relevant security lights</li> </ul> </li> <li>• With prior notice and agreement caretaker will be responsible for securing the premises during the hire of the building by the community</li> <li>• Where possible and including a call out charge the caretaker will attend all call outs by the school's alarm company</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• To be responsible for the daily cleaning of the main school hall and other areas if required</li> <li>• To support the school where possible in the event of cleaning staff absence</li> <li>• To organise, participate and manage the completion of the Spring and Summer deep cleans (daytime work)</li> </ul>
Heating	<ul style="list-style-type: none"> <li>• To operate the heating and hot water plant and ensure appropriate measures are taken during the holidays</li> <li>• To ensure that recommended temperatures are maintained</li> <li>• To carry out frost precautions</li> <li>• To know the location of main water stop cocks, gas valves and mains electricity</li> </ul>
Electrical Installations	<ul style="list-style-type: none"> <li>• To replace bulb/shade, where accessible and to environmentally dispose of lighting</li> <li>• To inspect electrical fittings and arrange for TLP Estates team to deal with any defects or dispose of in accordance with the requirements of the inventory</li> </ul>
Energy Conservation	<ul style="list-style-type: none"> <li>• To implement all agreed policies as required by Head Teacher and TLP</li> <li>• To read, record and report all meter reading as recommended by the Head Teacher/Business Team/TLP</li> <li>• To switch off unnecessary lighting where noticed during the day and all relevant lighting when closing the premises</li> </ul>
Maintenance Work	<ul style="list-style-type: none"> <li>• To use the Helpdesk ticket system effectively</li> <li>• To carry out general repairs and small redecoration projects</li> <li>• To carry out small joinery repairs (eg chairs, tables)</li> <li>• To carry out minor plumbing works (tap washers, ball valves, etc)</li> <li>• To maintain all relevant floor areas and shampoo and clean carpets annually</li> <li>• To clean outside of external windows, where safe to do so</li> <li>• To clean lights, shades and diffusers</li> <li>• To replenish toilet requisites</li> </ul>

	<ul style="list-style-type: none"> <li>• To make equipment and materials available to clean off body fluid spills when off duty (body fluid spill kit)</li> <li>• To maintain all cleaning equipment</li> <li>• To order and maintain an adequate supply of cleaning consumables</li> <li>• To clean out plastic waste chambers under sinks</li> <li>• To clean designated areas when school cleaning staff are absent</li> <li>• To ensure, with the guidance of the TLP Estates team, that the school planned preventive maintenance is carried out, including the decoration of a planned annually (normally during the Easter spring break).</li> </ul>
Portage	<ul style="list-style-type: none"> <li>• To receive and transport to main stores all heavy or awkward education deliveries using correct equipment and lifting techniques</li> <li>• To arrange the movement of furniture and heavy teaching equipment as required provided that reasonable notice is given and using appropriate manual handling techniques, especially prior to deep clean.</li> </ul>
Outside Areas	<ul style="list-style-type: none"> <li>• To remedy any defects or report them to the Head Teacher and the TLP Estates team</li> <li>• To clean and sweep hard play areas and paths</li> <li>• To ensure litter bins are emptied weekly</li> <li>• To clean drains as per assessment ie weekly monthly</li> <li>• To clean fully, drainpipes and guttering</li> <li>• To rod out manholes in emergencies. If not successful inform the TLP Estates team</li> <li>• To keep access paths clean and safe during snow and frost conditions and minor flooding and emergencies. Apply appropriate grit to hazardous areas</li> <li>• To litter pick all areas weekly</li> <li>• To deal with external graffiti problems</li> <li>• To clean and maintain signage</li> <li>• To check regularly all fencing and boundaries of the school property, report defects to the Head Teacher and to the TLP Estates team</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• To complete online order forms maintaining required levels of stock for cleaning materials.</li> <li>• To ensure that all statutory compliance documentations, logs and records such as fire, COSHH, asbestos, legionella are maintained and kept up to date.</li> <li>• To carry out and complete, with the support of the TLP Estates team, risk assessments using online Health &amp; Safety system. Report risk and required actions to the business team/TLP estates team and carry out actions within the required time scale. To support the School Business Manager with the completion of relative to role risk assessments.</li> <li>• To oversee contractors while on site when requested by the TLP Estates team.</li> </ul>
Emergencies	<ul style="list-style-type: none"> <li>• To attend when possible Emergency callouts on a 24/7 basis</li> <li>• To deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, breakages, as appropriate. Liaise with Head Teacher and TLP Estates team.</li> <li>• To liaise as necessary with emergency services including calling in emergency services as required</li> <li>• To ensure clear access and assist, if required, all emergency services</li> </ul>
Staff and Contract Monitoring	<ul style="list-style-type: none"> <li>• To check work carried out by contractors. Report to the Head Teacher and TLP Estates team any failures to carry out the work correctly.</li> </ul>

	<ul style="list-style-type: none"> <li>• To check, monitor and appraise the cleaning team on a termly basis. To discuss with cleaners any areas of concern and discuss with the Business Team any serious concerns with clearing standards</li> </ul>
Health & safety	<ul style="list-style-type: none"> <li>• To ensure the requirements relative to the caretaking role are met of Health &amp; Safety legislation and the Academy's Health &amp; Safety Policy</li> <li>• To attend relevant Health and safety training courses to ensure competency in carrying out duties</li> <li>• To ensure that mechanical aids, steps and other premises equipment are in a safe useable condition</li> <li>• To report to the Head Teacher and to the TLP Estates team any structural or resource defects</li> <li>• Make visual checks of fire equipment, emergency lighting and check fire exit doors</li> <li>• Carry out auditable fire alarm tests each week</li> <li>• To update with the guidance of the TLP Estates team the Asbestos Management Plan data on the school site</li> <li>• Ensure H &amp; S posters are displayed</li> <li>• Keep and update the asbestos register</li> <li>• To support the TLP Estates team school responsible person in carrying out all premises related risk assessments, including a termly premises condition check.</li> <li>• To support the TLP Estates team in the completion of all statutory compliance safety checks and servicing are carried out annually or as needed by approved contractors, including – Gas boiler, PE equipment/outdoor areas, grounds maintenance equipment, kitchen equipment, legionella checks, intruder alarm, fire alarm, emergency lighting and extraction system</li> </ul>
Training	<ul style="list-style-type: none"> <li>• To attend training course and undergo training as necessary and train any relevant personnel as required</li> </ul>
Other	<ul style="list-style-type: none"> <li>• To carry out letting duties and school events out of hours as required through prior notice and agreement.</li> <li>• Synchronise clocks, time switches as required</li> </ul>