Le site, Role Title: **Caretaker L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0801**

Grade:

Purpose of job

- To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.
- To supervise the work of cleaners/caretakers ensuring the work is carried out

To required standards

Key Objectives

1	To be responsible for the routine and non-routine (eg emergencies) opening and closing of the premises. To report trespass, theft or unauthorised parking of vehicles to appropriate person
2	To be responsible for the heating and lighting of the premises including necessary frost precautions. To report system failures to the appropriate person. To ensure the satisfactory maintenance/repair of equipment and that where necessary adequate stocks of fuel are maintained
3	Day to day supervision or monitoring of cleaning/caretaking staff, including checking the quality of work carried out and that staff training to ensure Health and Safety standards are met and maintained
4	Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules
5	Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
6	Act as school contact in relation to premises related contractors and oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
7	Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
8	Undertake minor repairs to site, furniture and fittings (ie not requiring a craftsperson) and maintenance of the buildings and site

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings are pre-determined times
- Monitor the work of and manage cleaning/caretaking staff or monitor the work of contract cleaners
- Facilitate lettings and carry out associated tasks, in line with local agreements
- Handle small amounts of cash for the purchase of materials to carry out repairs
- Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.
- Requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving or lifting furniture.
- Regularly exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable risk.

Work Profile

- Perform own duties and ensure other cleaning staff operate in line with health and safety and COSHH regulations taking remedial action where hazards are identified and reporting serious hazards to senior staff immediately.
- Supervise/undertake specialised cleaning programmes during school closures or other designated periods.
- If appropriate undertake the maintenance of specialised equipment following training, for example sports/theatrical equipment
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Arrange regular maintenance and safety checks
- Monitor consumables and stock and/order supplies
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				**Level**		**Assess by;**
***A**ttainable*	*Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time*				***A***	***A** Application* ***I** Interview* ***T** Testing* ***R** Reference*
***D**esirable*	*Applications will be preferred from candidates with the denoted qualifications or experience*			***D***		
***E**ssential*	*Applicants without the denoted qualifications or experience will not be considered for this role*		***E***			
Qualifications	No specific qualifications but evidence of trades certification etc may have particular relevance for some schools			X		**A**
Skills / Experience	Extensive hands-on experience of a wide range of maintenance / janitorial functions			X		**A**
	Experience of direct staff management and management of third-party contractors			X		**A**
Competencies				**Level**		**Assess by;**
***A**wareness*	*Demonstrable aptitude and ability to develop in the particular work area*				***A***	***A** Application* ***I** Interview* ***T** Testing* ***R** Reference*
***S**ignificant*	*Clear competence in the work element sufficient for all role requirements*			***S***		
***E**xtensive*	*Sufficient expertise in the work element to lead and mentor others, and influence policy and practice*		***E***			
Planning and organising work	Planned maintenance / activity scheduling. Supporting school events. Emergency planning.			X		**I**
Planning capacity and resources	Staff resource scheduling. Contingency planning (adverse weather etc)			X		**I,R**
Influencing and interpersonal skills	Overseeing contractors on site.			X		**I**
	Working co-operatively with teaching and other support staff.			X		**I,R**
Using initiative	Basic problem solving within appropriate limits. Dealing with day to day resource pressures and emergencies.			X		**I**
Working independently	Shared responsibility for building security and safety. Reports to senior school manager(s)			X		**I**
Managing people	Supervises cleaners and occasionally other staff.			X		**I**
Managing resources	Responsible for premises cleaning, maintenance.			X		**I**
	Maintains stocks of consumables			X		**I**
Managing risk	Health and safety awareness in all aspects of work.			X		**I**
Managing oneself	Awareness of opportunities for self-improvement			X		**I**