



Caretaker Job Description

POST:	Caretaker
SALARY RANGE:	Grade 4, SCP 7 - 12
REPORTING TO:	Head of Campus and Premises Lead Officer

JOB PURPOSE

To open and close buildings as requested and ensure the security of the Campus. To provide general maintenance support on the Campus and prioritise all matters relating to health & safety. To deal with all matters in a confidential and sensitive manner.

Principal Accountabilities

Site Security

1. To liaise with the Head of Campus and Premises Lead Officer on premises / buildings issues.
2. To act as the main keyholder.
3. To attend to the opening and closing of the building at designated times and when required outside of the normal school opening and closing times.
4. To be responsible for the setting and disarming of alarms at designated times. There may be occasions due to emergencies to attend call outs at the weekend, bank holidays or during unsociable hours.
5. To ensure site security by securing all external doors, windows and gates as required at appropriate / agreed times and repairing or securing internal or external damage.
6. Carry out all reasonable and practical steps to prevent trespass.

Maintenance

1. To undertake regular building / site inspections, reporting any defects and health and safety issues to the appropriate officer. To monitor the progress and take required action to ensure these defects are rectified. To implement and follow the cyclical maintenance programme.
2. To undertake routine repairs and maintenance in line with Repair/Maintenance schedule below.
3. To oversee the efficient working of the heating plant and lighting systems and to undertake meter readings as and when required.
4. To be responsible each morning before the start of the school day the daily removal of litter / glass debris from the school grounds and to ensure that all rubbish is collected and disposed of in the designated bins.
5. In line with Council's Severe Weather Procedures – Policy and Guidance for Schools, ensure that paths, entrances and fire exit access points are free of snow and /or ice to ensure safe passage.
6. Check and replenish stock within all toilet facilities on a daily basis.
7. To clean and maintain their designated area, subject to a risk assessment, and to also attend to any cleaning tasks required throughout the working day as necessary.

Other Duties

1. Liaise with onsite contractors as and when appropriate ensuring they are aware of the School Health and Safety Policy.
2. Ensure that onsite contractors are made aware of the school's asbestos register.
3. In compliance with health and safety legislation undertake reasonable manual handling duties, such as moving classroom furniture, equipment, etc.
4. To liaise with the school's Cleaning Supervisor to replenish cleaning stock as and when required.
5. To attend appropriate meetings and undertake training as required.
6. To report, via the Council's maintenance/repair request procedures, any repairs or defects as necessary.
7. There may be a requirement to attend call outs on weekends and unsociable hours due to unplanned emergency situations. Other than an emergency call out, any weekend working or overtime will need to be planned and agreed with the Premises Lead Officer in **advance**.
8. Any other reasonable duties as required by the Head of Campus and Premises Lead Officer.

Repair and Maintenance Schedule

1. Replacement of toilet flush chains, sink and basin plugs.
2. Fixing of loose woodscrews in furniture and fittings **but not** to the structure of the building.
3. Repairing door handles **but not** their replacement.
4. Replacing curtain tracks or blind brackets to internal vertical windows excluding hall or stage curtains.
5. Replace / repair ceiling tiles in suspended grills, **but not** repairs to ceiling grills, subject to a risk assessment.
6. Repair and replacement of toilet seats to the standard defined by Technical Services department.
7. Replacement of tap washers to ½ inch size only.
8. Repairs to door / window heads. Replacements should be correctly sized, bedded and fixed.
9. Provision or repair to door / floor stops / cabin hooks.
10. Repairs to cupboard hinges, handles or locks.
11. To paint areas as required, subject to a risk assessment.
12. Ensure that gullies and drains are free of all debris.
13. Clean all outside glass using an extended pole for areas above shoulder height.
14. Clean light shades and replace bulbs / tubes up, subject to a risk assessment.
15. This list is not exhaustive and there may be occasions that other reasonable repairs or maintenance will be requested by the Head of Campus or Premises Lead Officer.

Caretaker Person Specification

1. Qualifications/relevant experience	Essential / Desirable	Application Form	Interview
<ul style="list-style-type: none"> Able to demonstrate experience of working in a premises environment undertaking a range of maintenance and security tasks 	Essential	Yes	
Other experience			
<ul style="list-style-type: none"> Relevant experience in general maintenance and/or health and safety working with contractors and suppliers Working with a team and being flexible in working practices Working with children and young adults and understanding safeguarding responsibilities Able to drive a minibus with the category D1 Licence 	Essential Essential Desirable Desirable	Yes Yes Yes Yes	Yes Yes Yes Yes
Knowledge/Skills			
<ul style="list-style-type: none"> Knowledge of Health and Safety Law 	Essential	Yes	Yes
<ul style="list-style-type: none"> NEBOSH 	Desirable	Yes	
<ul style="list-style-type: none"> Basic plumbing/carpentry/gardening skills 	Essential	Yes	Yes

2. Welsh Language Requirements	Essential / Desirable	Application Form	Interview
Welsh language skills are desirable	Desirable	Yes	No

3. Special Requirements	Essential / Desirable	Application Form	Interview
Full driving licence and access to own car	Essential	Yes	Yes
Ability to be on call during evenings, weekends and Bank Holidays	Essential	Yes	Yes
Willing to work split shifts and additional hours if necessary	Essential	Yes	Yes