


<b>Job Description</b>		
<b>Title</b> Caretaker – Grade 3 scp 5 - 7	<b>School:</b> All Saints CofE Infant and Nursery School	
<b>Job Purpose</b> To undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portorage and maintenance of school sites and premises thereby ensuring a safe working environment		
<b>Key Responsibilities</b>		
<ol style="list-style-type: none"> <li>1. Responsibility for being a key holder.</li> <li>2. Ensuring security of the premises together with its contents. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism.</li> <li>3. Attending to the heating of the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported</li> <li>4. Liaison and supervision of contractors on site</li> <li>5. Giving adequate supervision and directive advice to cleaning staff where applicable. Maintaining the required records of timesheets, attendance records etc</li> <li>6. To assist, when necessary, officers of the department in dealing with matters concerning building maintenance and general site matters</li> <li>7. Cleaning of designated areas in the establishment including overhead kitchen canopies, removing graffiti from internal &amp; external surfaces</li> <li>8. Carrying out portorage duties as and when required</li> <li>9. Attend to the heating of the premises at weekends during the approved winter period when necessary and required</li> <li>10. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains &amp; gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises</li> <li>11. To be available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings, if applicable</li> <li>12. In cases of emergency outside the working week e.g. intruders, fire, floods, etc be required to attend for such as required</li> <li>13. Responsibility for legionella testing &amp; monitoring</li> <li>14. Responsibility for Health and Safety compliance checks and records</li> <li>15. Monitoring and recording the condition of Asbestos</li> <li>16. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</li> </ol>		

Grade 3 – Site Manager

Created by Nottinghamshire County Council 19/01/2024

***Person Specification – Also see separate Person Specification***

***Education and Knowledge***

Good literacy and numeracy skills gained from general education together with some experience of similar duties supplemented by relevant training is necessary to undertake the full range of procedures for maintenance and repair of premises and sites, security and heating, health & safety, COSHH regulations, legionella, asbestos, supervision of cleaning staff, supervision of contractors

## **Factor Information**

The factor definitions are outlined below and are specific for the job description and reflect the appropriate level from the NJE scheme that are commensurate with the level of responsibility and competences required for the role as described in the Job Description.

Some factors have options (a) or (b) you should indicate which option best describes the job by placing a tick in the relevant box.

<b>Factor</b>		<b>Factor Definition and Relevant Job Information</b>
<b>1</b>	<b>Knowledge</b>	Good literacy and numeracy skills gained from general education together with some experience of similar duties supplemented by relevant training is necessary to undertake the full range of procedures for maintenance and repair of premises and sites, security and heating, health & safety, COSHH regulations, legionella, asbestos, supervision of cleaning staff, supervision of contractors.
<b>2</b>	<b>Mental Skills</b>	Some basic assessment of the factors with regard to a range of problems or issues may be necessary before deciding on the best course of action e.g., repair and maintenance of fixtures and fittings, acts of vandalism, the presence of asbestos, fault on heating system.
<b>3</b>	<b>Interpersonal/ Communication Skills</b>	Required to communicate with colleagues, teaching staff & pupils/members of public with regard to their own duties e.g. liaise with contractors, suppliers, utility companies and the emergency services to facilitate access for maintenance and repair and provision of lettings information.
<b>4</b>	<b>Physical Skills</b>	Use of powered equipment and associated tools e.g., drills, saws, buffing machines, vacuum cleaners, jet washes.
<b>5</b>	<b>Initiative &amp; Independence</b>	Works within established routines and practices, uses discretion to respond to changed priorities or unplanned circumstances and user or contractor expectations. Supervisory support is usually available for unusual or difficult situations and problems including those that fall outside the job holder's remit e.g. advises on arrangements for external lettings and alternative arrangements when repairs/maintenance is under way, quality controls work of contractors, acts of vandalism, break down of heating & electrical system, flooding, site emergency closures.

<b>6</b>	<b>Physical Demands</b>	Walking, bending, stretching lifting moving and handling furniture and equipment form a significant part of the job. Working in constrained areas will also be occasionally required e.g. portering duties (setting up meeting rooms including catering facilities).
<b>7</b>	<b>Mental Demands</b>	Sensory concentration applied working within a school environment using powered maintenance equipment and awareness of challenging behaviour/actions of pupils and some work related pressure from interruptions to planned work e.g. dealing with site emergencies (broken window, blood spillage, deliveries, preparation of rooms, etc).
<b>8</b>	<b>Emotional Demands</b>	Duties are unlikely to require the job holder to deal with individuals whose circumstances may leave the job holder feeling upset, aggrieved, or angry e.g. dealing with those who have physical or mental impairments, or are suffering from serious illness, (people related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor).
<b>9</b>	<b>Responsibility for People</b>	Providing a safe, maintained and secure environment for staff, pupils & members of the public. To advise external users, visitors & contractors on premises of Health and Safety issues.
<b>10</b>	<b>Responsibility for Supervision</b>	Job holder has no direct responsibility for the management of other employees. May provide adequate day to day supervision and directive advice to cleaning &/or caretaking staff where applicable.
<b>11</b>	<b>Responsibility for Financial Resources</b>	Job holder has no direct responsibility for financial resources. The handling of small amounts of cash/cheques or equivalent may be necessary or the receipt of the same to pass to others to action.
<b>12</b>	<b>Responsibility for Physical Resources</b>	Responsible for the security and safekeeping of allocated buildings, site facilities, furniture, materials, equipment and site services. Use and basic maintenance of powered equipment and reporting of damage, faults or concerns, key holder responsibility which may be shared with other staff e.g. ,testing of fire alarm and sprinkler system, legionella testing, maintenance of swimming pool/hydrotherapy pool.
<b>13</b>	<b>Working Conditions</b>	The post will involve some exposure to disagreeable conditions e.g. unblocking drains, gulleys and toilets, bodily fluids (vomit, blood), picking up litter and may require the job holder to deal with angry, upset, aggressive or abusive pupils and parents/carers who may contact the school on the phone or in person, which exposes the job holder to some unpleasantness and discomfort.