

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Caretaker	
Directorate: Education	Post No:
Section: Premises and Facility Management	Date: 14 May 2014
Responsible to: Headteacher	

Job Purpose

Under the instructions / guidance of appropriate senior staff – provide maintenance and security services on school sites and premises.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Security:

3. Lock / unlock school buildings and areas.
4. Undertake regular security checks and identify security risks.
5. Monitor fire safety equipment and carry out fire drills.
6. Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
7. Monitor CCTV or surveillance equipment where appropriate.
8. Liaise with police, security and surveillance contractors.
9. Undertake lettings and carry out associated clerical tasks.
10. Provide emergency access to the school site.

Maintenance:

11. Undertake appropriate repairs e.g. redecorating and fixing.

12. Undertake minor / simple repairs e.g. minor plumbing, changing light bulbs unblocking drains.
13. To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
14. To organise and carry out minor decoration programme as agreed with the Headteacher.
15. To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Headteacher.
16. To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
17. Operation and maintenance of heating plant and lighting systems.
18. To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
19. Undertake regular site inspections and identify and record repair and maintenance requirements.
20. Identify defects and record repair and maintenance requirements.
21. Collect and assemble waste for removal.
22. Undertake emergency and specialist cleaning tasks.
23. Undertake cleaning duties such as graffiti removal, litter-picking.
24. Provide emergency access to the school site.
25. Co-ordinate deliveries to the school site.
26. Monitor performance of contracts and record performance against specified standards.
27. Liaise with contractors and undertake client role in connection with premises-related contracts.
28. Co-ordinate work of cleaning staff.
29. Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.

30. Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
31. Maintain swimming pool and other specialist sports equipment after specialist training.

Key Activities – Resources:

32. To advise the Headteacher on matters relating to energy control and conservation.
33. Contribute to planning, development and organisation of systems / procedures / policies.
34. Be responsible for maintaining records, information and data, producing analysis and reports as required.
35. Create and maintain a purposeful, orderly and productive working environment.
36. Ensure timely and accurate design, preparation and use of specialist equipment / resources / materials.
37. To assist in safety audits of the premises and contribute to relevant risk assessment activity.
38. Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

Key Activities – Organisation and Supervisory:

39. Demonstrate and assist in the safe and effective use of specialist equipment / materials.
40. Provide specialist advice and guidance as required.
41. Porter duties e.g. delivering mail, moving furniture and equipment.
42. Assisting in management, administration and operation of lettings system.
43. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
44. Direct / supervise cleaning and / or site staff and ensure cleaning is in accordance with specification.

45. Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.
46. Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.
47. Liaise with line manager and attend meetings as required.

Responsibilities:

48. Comply with health and safety policies and procedures at all times.
49. Promote and ensure the health and safety of pupils (staff and visitors) at all times.
50. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
51. Contribute to the overall ethos / work / aims of the school.
52. Appreciate and support the role of other professionals.
53. Attend and participate in relevant meetings as required.
54. Participate in training and other learning activities and performance development as required.
55. Ensure health and safety policies and procedures are complied with at all times.
56. Treat all users of the school with courtesy and consideration.
57. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.