

Job Specification: **Head Caretaker**

Job Title:		Head Caretaker
Position Type :	Grade	Grade 4 SCP 15 – 19 (£17,072 - £18,745)
	Hours	37 hours per week Monday – Thursday 10.00 a.m. – 6.30 p.m. Friday 10.00 a.m. – 6.00 p.m. (Lunch 1 hour)
	Postholder	Vacancy
	Contract Status	Permanent
Responsible to:		Business Manager / Head Teacher/ Deputy Head Teachers
JOB DESCRIPTION		
Job Purpose: To ensure the security, cleanliness, maintenance and safety of the premises, building facilities, heating and lighting.		
Main Duties:		
School Policy As Head Caretaker it is expected that a commitment to the school is demonstrated by: <ol style="list-style-type: none"> Promoting the agreed school aims, ethos and policies of the school at all times. Actively contributing to and working as a member of the school staff team. <p>In accordance with relevant caretaking guidance and current Health and Safety regulations the Head Caretaker will be required to ensure the school premises and grounds provide a clean, safe and secure working environment by carrying out the following:</p>		
Training Undergo, when necessary, any relevant training related to premises/grounds management and health and safety.		
Security To be responsible for school security as specified:		
Principal key-holding responsibilities <ul style="list-style-type: none"> Be identified by the school's security alarm company for first call out contact. Carry out school procedure for emergencies relating to security. 		

- Liaise with the school security alarm company and supervise any maintenance work.
- Notify police of any breaches in security and attend to the problem as the situation dictates.

Daily (a.m.)

- Unlock gates to grounds.
- Unlock external entrance doors to building.
- Switch off intruder alarm and fire alarm systems and security lighting.
- Unlock equipment and other secure rooms.
- Check building for damage/vandalism, make safe any damage and report incidents to Head Teacher.

Daily (p.m.)

- Check windows and close.
- Check lights and heaters are switched off.
- Set intruder and fire alarm systems, and switch on security lighting.
- Lock up equipment and other secure rooms.
- Lock external doors to buildings and gates to grounds on normal school days and after planned events that are calendared.
- Ensure security of the keys to the premises.

Health and Safety

To be responsible for monitoring Health and Safety of the grounds, premises and furniture by:

- Undertaking and recording regular monitoring of grounds, premises and furniture.
- Checking fire equipment and taking part in any Fire Drill and logging dates of drills.
- Oversee the work by contract workers, ensuring their work is carried out to specification and in accordance with Health and Safety regulations.
- Undertaking portaging duties.

Meter Reading

Read water, electricity, and gas meters weekly and inform Finance Assistant of readings.

Heating

Be responsible for the management of the school heating system in the following ways:

- Ensure adequate heating when temperatures fall below statutory limits and as deemed by the Head Teacher.
- Ensure that all heating systems are maintained in accordance with the manufacturer's instructions, including regular routine servicing with full regard to safety requirements.
- Observe frost precautions.
- Remove debris and vacuum filters of any fan convactor units regularly during the heating season.
- Grease circulating pumps weekly.
- Report case of overheating, plant failure, leaking valves, radiators, water pipes and energy waste to the Business Manager.
- Ensure gas leaks are always dealt with by the relevant gas board emergency services.
- Ensure Boiler Houses are kept tidy and free from all combustible 'foreign' materials.
- Installations must be swept down and/or vacuumed at regular intervals.

Electrical

Carry out the following:

- Replace light bulbs, tubes, starter motors and clean and/or replace light fittings and diffusers as required.
- Visually check plugs, fuses and wiring on electrical appliances as required.
- Fit and/or refit 3 pin plugs where necessary.
- Ensure supply meter cupboards are kept free of other equipment and obstructions.
- Ensure electrical faults (including broken light switches and socket outlets), faulty fan heaters and light fittings are isolated if possible and reported.
- Supervise the annual electrical appliance testing carried out by the Technical Support Service.

Cleaning

Be responsible for ensuring the school is clean and hygienic by:

- Requisitioning cleaning equipment, cleaning materials and consumable equipment. Store stock, maintain records and undertake stock checks in relation to these materials.
- Checking dispensers, holders etc. and replenishing soap, toilet rolls, paper towels and personal hygiene requirements as necessary.

Supervision of External Contractors

Liaise and supervise site contractors involved with:

- Building repairs and construction
- Heating and engineering repairs
- Equipment repairs
- Annual electrical testing
- Other contractual workers

Deploying, allocating tasks and supervising the school cleaning staff.

Traffic Management

To be responsible for Traffic Management on the school premises in accordance with school policy and guidelines.

Deliveries

To be responsible for deliveries made to the school to include:

- Receiving inward delivered goods, including checking off.
- Assist with unloading.

Repair and Maintenance

Buildings

Carry out the following:

- Requisition materials and consumable equipment, e.g. light bulbs to meet a specified budget and maintain records and undertake stock checks in relation to these materials.
- Routine repairs/maintenance, internal and external, that do not contravene Health and Safety regulations.
- Regular maintenance including:

- a) Unblock sinks, hand basins, toilets (urinals and w.c. pans) and waste traps.
- b) Replace tap washers, check and adjust ballcocks.
- c) Lubricate door and window furniture.
- d) Fit and refit coat hooks, shelves, display boards and notice boards.
- e) Maintain and repair curtain fittings.
- f) Make safe broken windows by effecting temporary boarding up.
- g) Check operation of Venetian and roller blinds and arrange cleaning of same as instructed by the Head Teacher. Remove and re-hang as required.
- h) Remove or paint out all forms of graffiti, as necessary.
- Distribute and relocate equipment and furniture as required.
- Undertake, in consultation with the Head Teacher, painting as required.
- Removal of lockers and arrange replacements.

Grounds

- Requisitioning materials and consumable equipment, e.g. refuse sacks to meet a specified budget and maintain records and undertake stock checks in relation to these materials.
- To carry out routine repairs and maintenance that do not contravene Health and Safety regulations.
- To monitor the work of the Grounds Maintenance contract and to liaise with the Personnel Department as required.
- Contribute to ensure the maintenance of the grounds in:
 - a) Removal of external graffiti.
 - b) Gather litter, transport to a point of disposal and empty external litter bins daily.
 - c) Clear leaves from hard surface areas (as required seasonally)
 - d) Use appropriate machine to remove unwanted waste material from school grounds.
 - e) Remove herbage from hard surface areas and from the footings of buildings.
 - f) Treat pathways and steps with rock salt or clear during periods of inclement weather, so as to create a pathway from the perimeter of the site to the main entrances of the premises.
 - g) Unblock drains as required and clear gullies, grids, gutters and traps monthly and disinfect.
 - h) Tidy dustbin areas and hose down weekly.

Protective Clothing

You will be issued with protective clothing provided by the school i.e. overalls, body warmers, rubber gloves and you must wear these items for your protection. You are to be responsible for laundering, repair etc. and the on-site supervisor will decide when articles need replacing. In the case of body spillages protective clothing will be supplied.

Annual Leave

To annually submit a list of required holidays to the Business Manager. If a dispute arises, items will be determined by the Personnel Sub-Committee of the Governing Body of the school who will afford you an individual right of appeal.

Leave of Absence

All matters relating to leave of absence will be dealt with by the Head Teacher and/or the Governing Body of the School.

You will be entitled to sufficient training in order to ensure a clear understanding of these duties.

Any other cleaning duties as directed by the Head Teacher or Line Manager.

The school operates a no smoking policy throughout the site at all times.

Other duties

It may be necessary to amend this job description at any time in the future, but only after discussion with you and your appropriate trade union representative or friend.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any appointment is subject to an enhanced D.B.S. check and I.S.A. registration.

The Governing Body is an Equal Opportunity Employer.

DIOCESE OF HEXHAM AND NEWCASTLE
Durham Martyrs Multi Academy Trust