Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Caretaker  | **Director/Service/Sector:** Schools | **Office Use** |
| **Band:** 3  | **Workplace:** Darras Hall Primary School | JE ref: HRMS ref: |
| **Responsible to:** School Business Manager  | **Date: 6 March 2018** | **Lead & Man Induction:** |
| **Job Purpose:** To provide Caretaking Services for Darras Hall Primary School |
| **Resources** | Staff | None |
| Finance | None |
| Physical | Responsible for the careful use of equipment. Stock control and ordering. Site security. |
| Clients |  |
| **Duties and key result areas:** Carried out in accordance with the caretaking requirements of Darras Hall Primary School, the Caretaking Operations Manual and additional requirements as determined from time to time by the Head Teacher and under the general direction of a senior colleague, these include, but are not restricted to:-1. Ensure any work undertaken by any staff member complies with Health and Safety and adopt safe working practices, provide clear guidance to achieve set objectives and quality standards. Liaise on a daily basis with the School Business Manager to ensure all objectives are achieved.
2. Ensure that the security of the property is not compromised, and is properly maintained at all times. That users have access at the appropriate times. 1st liaison contact for outside contractors undertaking contracted work within the schools and grounds.
3. Must carry out all lettings (weekend lettings and lettings during the holidays are optional).
4. Monitor the cleanliness of the whole property and ensure that the building specification is maintained to a high standard.
5. Ensure that the heating and associated systems are operated and maintained in the approved manner, advise on conservation measures and take all necessary precautions against cold weather damage.
6. Monitor the usage of gas, electric and water supplies, ensure that all reasonable and practicable measures are taken to minimise use and report abnormal consumption to the School Business Manager. Complete all paperwork with regard to the above and carry out flushing of taps etc in line with regulations on Legionella.
7. Operate and maintain all ancillary plant and equipment as appropriate eg periodically re-pressurise heating system.
8. Ensure that all ventilation, access and exit points operate effectively and that fire fighting appliances are readily accessible and properly maintained. Carry out weekly tests on all fire alarms in line with section 5 of the fire alarm book, also monthly tests on emergency lighting, fire doors and fire fighting equipment, and complete all paperwork in line with these checks/tests.
9. Quarterly checks on all RCBO’s (*Residual Current Breaker with Overcurrent*) and complete all necessary paperwork.
10. Monitor and report on the general condition of the property, undertake minor repairs as required and ensure all routine maintenance tasks are carried out in a timely manner. Periodically monitor and maintain drains and if required use appropriate equipment eg drainage rods, to ensure free flow of drains – grease trap requires frequent monitoring and regular cleaning. To source and achieve best price for any spare parts required for minor repairs.
11. Ensure that all external areas of the property are kept free of litter and debris, litter and rubbish bins are emptied regularly and main access routes and drains are kept free of leaves, all pedestrian routes into and around the school are kept free of snow and ice – Darras Hall Primary School requires extensive snow clearing and ice monitoring/treatment to maintain access during snow falls.
12. Undertake a range of general porterage tasks that ensure the efficient movement of goods, equipment, furniture and other items around the property. Erect and dismantle sectioned and/or complete stage area as requested by School Business Manager for school performances/plays/shows.
13. Ensure that adequate stock levels of appropriate supplies are maintained and distribute supplies as necessary and that corporate procedures are observed.
14. Other duties appropriate to the nature, level and grade of the post.
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| **Work Arrangements** |
| Physical requirementsTransport requirements:Working patterns:Working Conditions | An active role involving walking, stretching and lifting vacuum cleaners and polishers and when required drainage rods.NoneDetermined by designated area, usage and contract of employment.Outdoor work in all weathers, Extensive clearance of leaves, Extensive snow clearing and gritting in Winter. Exposure to cleaning agents, paints, and risk of contamination when monitoring/cleaning drains/grease trap – but all under controlled circumstances |

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**PERSON SPECIFICATION**

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| **Post Title:** Caretaker | **Director/Service/Sector:** Facilities Management | Ref: S1189 |
| **Essential** | **Desirable** | **Assess by** |
| **Qualifications and Knowledge** |
| Considerable knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment.Knowledge of Health & Safety legislation relating to a caretaking environment. | NVQ in General Maintenance and Housekeeping or equivalent.British Institute Of Cleaning Science assessor’s qualification or equivalent. |  |
| **Experience** |
| Previous relevant experience in a similar or related role. | Relevant experience in a caretaking environment.Supervision of cleaning staff. |  |
| **Skills and competencies** |
| Literacy skills sufficient to read text and write straightforward sentences.Numeracy skills sufficient to undertake straightforward arithmetic functions.Strength, dexterity and coordination to use a range of cleaning tools and equipment.Ability to plan and organise staff and resources, including effective use of own time.Resourceful and works with initiative and without constant supervision.Listens, consults others and communicates clearly.Customer care skills.Appropriately follows instructions to achieve set objectives.Reliable and keeps good time.Committed to the provision of quality services to achieve customer satisfaction. Adapts to change by adopting a flexible and cooperative attitude.Supportive and adapts to team working.Demonstrates integrity and upholds values and principles.Promotes equal opportunities and anti-oppressive practice in all aspects of work.A willingness to undertake job related training. | Experience of providing basic training, induction etc. |  |
| **Physical, mental, emotional and environmental demands** |
| Work from a standing position, need to walk, bend, lift and carry moderate weights.Short periods of concentration dispersed throughout day, week and month.Few emotional demands.Mainly indoors but with some external work and some exposure to unpleasant conditions such as toilet areas. |  |  |
| **Other** |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits