

Grangetown Primary School

CARETAKER / SITE SUPERVISOR - JOB DESCRIPTION



Job Title:	Caretaker / Site Supervisor
Grade:	Grade 3, Points 7-11: £19,554 - £21,166.
Contract:	Full Time – Permanent.
Hours:	37 Hours per week, Mon-Fri. 6.30-11.00 & 3.00-6.00; 5.30 finish on a Friday). Weekend boiler/site checks (1 hr) may be included (additional payments made) – to be confirmed.
Responsible to:	Headteacher / Finance & Admin Officer

Overall purpose of the role

- To ensure that the site, grounds and building are well-maintained, and that we provide a safe, secure, clean and attractive environment for staff, children and visitors.

Principal Responsibilities

- To ensure the security of the premises and of the whole site.
- To ensure the lighting and heating of the premises.
- Ensuring the premises are open for use as required, and that the premises are secure after use.
- To be responsible for the overall cleanliness of the building, with particular responsibility for the cleaning of some designated areas (the school also employs a team of 4 cleaners, via the Council).
- To ensure that all statutory requirements are met, in terms of Health and Safety, Fire Safety, etc.

Main Duties

Security

- Responsibility for the security of the building(s) and its contents including, opening and locking of gates and doors, ensuring windows are locked and secure and that security systems (alarms, CCTV) are activated accordingly.
- Responsibility as designated key holder for the school premises. First point of contact to undertake call out duties. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the site is secure, & notify the police of any damage to the building, obtain a crime number, and secure the building if necessary. Call outs are rare, but do happen occasionally.
- Monitor on-site traffic, when required, reporting issues as necessary to the Office or HT. This has eased significantly since the recent installation of our electric cart park barrier.
- Requesting unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Headteacher and the police where necessary.
- Ensure the proper functioning of the recently installed Car Park Barrier.
- Ensuring that CCTV cameras are working properly, where applicable. Ensuring that video recording equipment is activated throughout the day and before going off duty on an evening.
- Manage the maintenance contracts for Intruder Alarms, Fire Alarms, CCTV, external security lighting, car park barrier, heating & lighting, etc.

- To undertake regular checks on lighting, alarm systems, fire extinguishers, heating, cooling and security systems (including CCTV) and report any problems arising.
- To monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange storage and distribution as required.

Health and Safety

- Comply with the requirements of the Health and Safety at Work Regulations.
- To take on day to day responsibility Health and Safety, in relation to the Site & Building.
- Ensure that as a school we are compliant & up to date, in line with our latest Health and Safety Audit Report and Fire Audit Report.
- To attend appropriate Health and Safety training courses when requested.
- When on site ensure that any areas affected by 'sickness' are cleaned immediately and deep-cleaned, within a reasonable time scale.
- Ensure equipment and machinery is in a safe working condition and properly stored when not in use.
- Check playground equipment daily, & keep records (including climbing areas on field and in EYFS).
- When purchasing materials ensure the manufacturer or supplier submits a safety data sheet.
- Ensure COSHH regulations are carefully followed. To ensure the assessment of all chemicals, & safer alternatives used when recommended.
- Control, monitoring, ordering and safe storage of cleaning materials and supplies.
- Ensure that the SAMOS register is kept up to date and that all contractors' are asked to sign before undertaking any duties.
- To check water temperatures, flush systems, and keep records on a weekly basis, in line with the requirements of the Local Authority (linked to legionella safeguards).
- Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage.
- To test and record fire alarm systems and emergency lighting on a weekly basis.
- Organise termly fire drills, keeping appropriate records.
- To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
- Maintain stepladder inspection periodically, and log/report findings.
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways.
- To carry out repairs and maintenance where requested; to monitor the site and report any repairs or maintenance issues to the Finance & Admin Officer.

Cleaning

- Daily monitoring of the cleanliness of the building and site.
- Daily cleaning of designated areas
- Daily emptying of all regular bins and recycling bins, indoors and outdoors.
- Ensure an appropriate supply of cleaning products, toilet rolls, hand towels, etc.
- Clean all windows on a rolling programme.
- The cleaning and maintenance of hall flooring
- As time permits, but at least once per year, cleaning of all light fittings and diffusers where necessary, using appropriate climbing equipment, & arrange of safe disposal of all old florescent light tubes.
- Work with and co-ordinate with cleaning staff during school holidays to undertake 'deep' cleaning, for example cleaning of all internal & external windows, carpet cleaning, and cleaning of all paintwork.

Maintenance and Upkeep of the Site & Building

- Carrying out day to day minor repairs, general handyperson tasks, paintwork and maintenance within the building or around the school site, as required. This could relate to shelving, basic plumbing, notice-boards, fixtures and fittings, and so on. For more complex tasks, to liaise with the Council or with other outside contractors.
- Maintaining general upkeep of all areas – paintwork, plasterwork, joinery

- Ensuring adequate supplies of all products and items linked to the role, including light bulbs, fluorescent tubes, cleaning materials, tools etc, and passing orders to the Office as appropriate.
- Ensuring all classrooms have a daily supply of paper towels, and that all toilets have toilet paper. Ensuring hand washing foam & sanitizing gel is available in all classrooms and toilet areas.
- Reading and recording water, electricity and gas readings, and monitoring usage over time.
- Liaising with outside agencies including contractors, grounds maintenance, etc
- Inspecting the work done by contractors, assessing the quality of the work and the value for money.
- Negotiating prices with outside agencies when ordering goods and services, and ensuring contractors are on Approved Contractor Database/CHAS website.
- Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so that it can be disposed of.
- Portage of goods and materials and movement of furniture and equipment as required. Accepting delivery of goods and materials for distribution and storage. Daily distribution of fruit and milk to the appropriate classes.
- Report any vandalism to the Admin Officer / Headteacher.
- The school currently employs an external contractor for some gardening duties, and has a Service Level Agreement for grass cutting. External companies are used for some other aspects of site maintenance, as appropriate. As well as this external support, the Site Supervisor takes responsibility for overall maintenance as well as specified tasks – for example regular weeding and tidying of outdoor areas.
- To pick up on site litter or animal excrement daily, including the external areas around main gates.
- To ensure internal and external litterbins are emptied daily
- Weeding of paths, paved areas and gutters etc. as required. Snow clearing and gritting of all essential paths as required, in winter, to ensure safe pedestrian access.
- Occasional trimming/pruning of hedges and trees (we also have a gardener).
- Liaison with Sunderland Council to ensure grass is cut on schedule.
- Ensuring that all hard playing areas and paths are free from hazards and that drains and gullies are free flowing and clean. Reporting blockages to the Admin Officer and/or Building Surveyor.
- Maintain a regular programme of painting and redecoration around school - undertaking a rolling indoor painting programme. More complex areas can be addressed by contractors.
- Ensuring that all hard playing areas and paths are free from hazards and all drains and gullies are free flowing and clean. Reporting any blockages to the headteacher.
- Keeping the Site Supervisor Office/Room in good order, ensuring all tools, materials and files are tidy and organised at all times.
- Keeping all areas used for storage tidy and accessible.

Assessments / Audits

- To act on the Building Assessment (electrical and mechanical). Acting on reports issued from Property Services prioritising areas within the site that had been identified for works.
- To act upon any other building reports, including Health and Safety Audits and Fire Audits.
- To carry out risk assessments of the building(s) and grounds, identifying areas that could potentially cause a risk or accident.
- Making regular inspections of the premises and drawing to the attention of the Headteacher any repairs or maintenance work required at the site.

Meetings / Clubs / Lettings / After-Hours Use / Call outs / Weekend checks

- Setting up of rooms for meetings, clubs, lettings and other special events (e.g. performances, school discos or Fayres, etc), including moving furniture and equipment as required.
- After a letting, meeting, club or other event, ensuring that the room is in good order, tidy and clean, and that furniture is appropriately stored away.
- Attending the site for any after-hours lettings or events, including elections, and securing the building and site after use. Additional payments are made for after hours events. We currently have no after hours lettings (but this could change in future), and after hours events are infrequent.
- Attending the site in the event of any out of hour call outs – for example if the security alarm is activated. Additional payments are made for call outs. Call outs are rare, but do happen occasionally.

- Weekend boiler and site checks may be included – we are currently taking advice on this and will make a decision before the appointment. If included, additional payments are made.

Heating Systems

- Inspection of Boiler Plant twice daily to ensure boiler equipment is in sound working order.
- The cleaning of all heater filters before the commencement of the heating season and as necessary. Regular checking of gauges, pumps and other aspects of the heating system. Advice can be sought from Local Authority, if the newly appointed Site Supervisor is unfamiliar with these procedures.
- Taking readings of electricity, gas & water meters weekly, to monitor usage, reporting any anomalies to the Headteacher and the Council.

Prioritising and Planning

- Produce a brief weekly update every Monday, showing work planned for that week and work completed during the previous week.
- Produce a brief Termly Report – for the HT and Governors - related to the Site & Building: work completed, tasks outstanding, next steps, etc. Admin support will be available in terms of getting this typed up and structured, if required.
- Maintain an ongoing register of repairs and maintenance, showing work required or requested, with an indication of when the task was addressed.
- Produce rolling programme timetables for windows (internal/external), paintwork, and floors (inc carpets).
- Regularly reviewing work undertaken and to be undertaken by regular weekly meetings with senior management and with the Finance & Admin Officer.
- Help maintain the asset register by recording stock.

Admin & Finances

- Keeping appropriate & organised records related to site checks, fire and water regulations, repairs and maintenance, Health & Safety, etc.
- To be responsible for the purchasing of smaller items and materials and obtaining receipts for VAT purposes.
- Ensuring that we work within our overall maintenance budget e.g. for site maintenance and repairs, as well as day to day resources (paper towels, toilet roll, hand gel, and so on).

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- *This Job Description is not exhaustive. The Post Holder could be required to take on other duties and responsibilities, linked to the post of Site Supervisor and commensurate with the role and grade.*
 - *The Post Holder should be able to present him/herself as a role model for pupils in speech, dress behaviour and attitude, and should act in a professional and courteous manner at all times with staff, pupils, parents and visitors.*
 - *The Post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with. Safeguarding training will be provided.*
 - *The Post holder must act in compliance with data protection principles in respecting the privacy of information related to pupils and to school in general.*
 - *The Post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.*
 - *The Post holder must comply with the Council's Health and safety rules and regulations and within Health and Safety legislation.*
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December 2019.