


Job Description			
Caretaker developing into a Site Manager Points 14-23	School: <i>Hucknall FHA NG15 6UW – a proud member of the Flying High Trust</i>	Post Ref HFHASM	
Job Purpose			
To undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portering and maintenance of school site and premises thereby ensuring a safe and inspirational working environment – demonstrating a real pride in being the very best school in the universe			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Monitor and operate within the school maintenance budget as allocated by the governing body of the school; to support and advise the responsible person setting the maintenance budget and delivering the maintenance plan 2. Maintain the environment to the highest standards, working with the Head teacher and School Business Manager to ensure the site reflects the vision of the school 3. Assist with the determination of short, medium & long term strategies for building maintenance and site development 4. Administration and coordination of building related matters of maintenance, repair, servicing, etc 5. Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&S regulations and quality control of the work carried out 6. Undertake regular inspections of the site, buildings and plant, recording necessary repairs, obtaining estimates and contacting contractors and completing work as appropriate 7. Record all deliveries and maintain the required information in the log books/stock cards, ensure adequate supplies are maintained to meet the needs of the establishment and the cleaning staff 8. Support the review and implementation of H&S policies and procedures within the school 9. Engagement with the Trust on key expectations and activities in relation to site management – including the Trust Site Manager and Caretaker network 10. Positive promotion and celebration of the school environment, ethos and values. 			
Generic Responsibilities			
<ol style="list-style-type: none"> 11. 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 12. Key holder responsibility 13. Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained 14. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported 			

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15. Attend to the heating of the premises at weekends during the approved winter period when necessary and required
16. Cleaning of designated areas in the establishment (and maintenance of high standards in these areas) as agreed and working under the requirements and guidance of COSHH
17. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning and clearing of drains & gulleys, salting and de-icing of hard surface areas during colder months and moving of snow to ensure safe access to the premises
18. Carrying out portage duties as and when required
19. Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings
20. In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required
21. 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
22. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
23. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
24. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
25. To attend relevant training relating to the role and wider responsibilities
26. Working as a member of the wider Trust team to support site managers and caretakers in other Trust schools – sharing expertise and support through the Trust network

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Person specification:

<p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 2 years experience in an appropriate role • Previous contract cleaning experience, basic cleaning methods and the use of equipment • Premises security and the ability to make secure emergency repairs • The use of floor maintenance machines and industrial vacuum cleaners • Maintenance of heating systems • Teamwork 	<p>Desirable / Essential</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p>
<p>Education and training:</p> <ul style="list-style-type: none"> • Literacy and numeracy – Level 2/GCSE Grade C or equivalent • Full EC Driving Licence and access to a vehicle 	<p>E</p> <p>E</p>
<p>Knowledge/skills:</p> <ul style="list-style-type: none"> • Handiwork and basic maintenance skills – painting and decorating, gardening, joinery, DIY etc. 	<p>E</p>
<p>Other:</p> <ul style="list-style-type: none"> • Motivational skills • Ability to work on own initiative and within a team • Willingness to undertake training and train other employees as directed • To understand customer needs and provide a high standard of customer service • NVQ Qualification / Health and Safety qualification in Caretaking/Cleaning 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>

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