

## **SCHOOL PREMISES STAFF (CARETAKING, FACILITIES MANAGER, SITE SUPERVISION & CLEANING)**

### **LEVEL 3**

**Under the guidance of appropriate senior staff:  
be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area  
be responsible for the maintenance of a clean and hygienic school interior**

**SINGLE STATUS GRADE: Grade 5 (7-9)**

#### **TASKS - MAINTENANCE**

##### **Security**

- To ensure that appropriate arrangements are in place for the opening and closing of the premises at designated times
- To be responsible for undertaking regular security checks of school buildings and grounds
- To identify associated security risks, in particular with relation to the school's electronic door security system
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site as a nominated key holder
- To take all reasonable and practical steps to prevent trespass and unauthorised parking of vehicles particularly at the start and end of the school day

##### **Maintenance**

- Undertake appropriate repairs e.g. redecorating and fixing
- 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.
- To organise and carry out an annual decoration programme as agreed with the Business and Finance Manager
- To organise and carry out improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Business and Finance Manager
- 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
- Operation and maintenance of heating plant, boilers and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Identify defects and record repair and maintenance requirements
- To ensure that bins are emptied on a regular basis and that all refuse is disposed of to a designated point and that the designated area is kept clean and tidy.
- Undertake cleaning duties such as graffiti removal, litter-picking
- To clean and be responsible for the removal of litter, mud, snow and weeds from paths, drives and other hard surfaces, including covered areas (under gym entrances). To clean gullies, grates and drains (up to 9")
- To undertake specified cleaning when the cleaning contract is not operating and to undertake the cleaning of inside surfaces of windows, where required, and fan convector heater covers.
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Emergency cleaning in critical areas (e.g. toilets and illness in classrooms and corridors) as directed.
- Liaise with contractors to ensure access to school premises when required

<b>KEY ACTIVITIES – RESOURCES</b>
<ul style="list-style-type: none"> <li>• To advise on matters relating to energy control and conservation</li> <li>• To replenish soap, paper towels and toilet paper to all lavatories on site as and when necessary.</li> <li>• To maintain adequate stocks of caretaking and cleaning supplies (for areas which are the responsibility of the school caretaker), and to re-order from the approved supplier as necessary in accordance with procedures</li> <li>• Contribute to planning, development and organisation of systems/procedures/policies</li> <li>• Be responsible for maintaining records, information and data, producing analysis and reports as required</li> <li>• Create and maintain a purposeful, orderly and productive working environment</li> <li>• Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials</li> <li>• To undertake safety audits of the premises and assist with relevant risk assessments as required</li> <li>• Promote and ensure the health and safety of pupils staff &amp; visitors at all times</li> </ul>
<b>KEY ACTIVITIES –ORGANISATION &amp; SUPERVISORY/MANAGERIAL</b>
<ul style="list-style-type: none"> <li>• To maintain a site diary on a daily basis.</li> <li>• Where contract work is carried out, assist in the monitoring the performance of the contractors and to report accordingly to the Business and Finance Manager</li> <li>• Direct/supervise other site staff in all aspects of their roles</li> <li>• Demonstrate and assist in the safe and effective use of specialist equipment/materials</li> <li>• Provide specialist advice, training and guidance as required</li> <li>• Porter duties e.g. delivering mail, moving furniture and equipment</li> <li>• Assist the Business and Finance Manager in the management, administration and operation of lettings system</li> <li>• Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Business and Finance Manager</li> <li>• Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate</li> </ul>
<b>RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• 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</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Participate in training and other learning activities as required</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>• Assist in the supervision, training and development of staff</li> <li>• Ensure compliance by self and others with all health and safety policies and procedures</li> <li>• Ensure safe use by self and others of equipment and materials</li> <li>• Establish constructive relationships and communication with contractors and other agencies/professionals</li> <li>• To be responsible, in conjunction with the Business and Finance Manager, for the administration and control of appropriate areas of the budget</li> <li>• Attend and participate in regular meetings</li> <li>• Promote and ensure the health and safety of pupils, staff &amp; visitors (in accordance with appropriate health &amp; safety legislation) at all times Any other duties commensurate with the job as required by the Business and Finance Manager or Senior Leadership team</li> <li>• To be responsible for covering other members of caretaker staff during periods of absence (holidays and sickness)</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Handyperson experience</li> <li>• Caretaking/cleaning/site-keeping experience in a school or similar environment</li> </ul>
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Willingness to undertake induction training</li> <li>• NVQ 3 <b>OR</b> equivalent qualification desirable</li> <li>• Good numeracy/literacy skills / GCSE (or equiv) Maths and English</li> <li>• Specific training in specialist area</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>• Willingness to develop knowledge of use of ICT and other specialist equipment/resources</li> <li>• Working knowledge of relevant policies/codes of practice/legislation</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Treat all users of the school with courtesy and consideration</li> <li>• Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all</li> <li>• Ability to relate well to children and adults</li> <li>• Knowledge of Health &amp; Safety procedures and precautions</li> <li>• Knowledge of COSHH regulations</li> <li>• Awareness of health and hygiene procedures</li> <li>• Knowledge of moving and handling procedures</li> <li>• Willingness to participate in development and training opportunities</li> <li>• Team-leading skills</li> </ul>