

St Thomas Becket Catholic Primary School

School Caretaker/Premises Manager

Role Profile and Person Specification

ST THOMAS BECKET CATHOLIC PRIMARY SCHOOL

Job Description

Job Title:	School Caretaker/Premises Manager
School /Academy:	St Thomas Becket Catholic Primary School
Grade Range:	Grade 6 – Scp 18 – 20 or Grade 7 – Scp 23 – 25 *Based on experience
Hours per week:	36 - Exact start and finish times to be agreed
Work Pattern:	Term Time Only plus 5 INSET days and up to 4 additional weeks as directed by the School Business Manager
Location:	St Thomas Becket Catholic Primary School, South Norwood
Reports to:	Head Teacher
Responsible for:	No line management responsibilities
Role Purpose and Role Dimensions:	Responsible for the fabric, grounds, property and asset management of the school. Liaising daily with the School Business Manager on caretaking issues, oversee and liaise with the cleaning supervisor, cleaners and the cleansing service of the school. Ensure the security of the school premises. Maintaining any machinery or plant within the school. Maintaining the internal and external fabric of the schools premises as a safe working environment.
Commitment to Diversity:	As a member of the school community to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none">▪ Contractors and suppliers▪ Facilities providers▪ Cleaners▪ Parents▪ General public
Key Internal Contacts:	<ul style="list-style-type: none">▪ School Business Manager▪ Head teacher/Deputy Head▪ Admin Team▪ Staff▪ Pupils
Financial Dimensions:	<ul style="list-style-type: none">▪ Supporting and advising the School Business Manager of the cost of external providers and ensuring that a proper procurement process is adhered to when purchasing goods and services.▪ Assist the Head Teacher in the property and asset management of the School/Academy.▪ Responsible for hand tools, equipment such as lawn mowers and other small machinery.

Key Areas for Decision Making:

- Ensure adequate cover is available during own or team members absence.
- Ensure that vital information such as cleaning rotas and site keys are available for staff as required.
- Support the School Business Manager to select the provider for services for the school following Best Value principles.

Other Considerations:

Key Accountabilities and Result Areas:

Key Elements:

Management and Supervision

This will involve:

- The Caretaker/Premises Manager must ensure that contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Caretaker/Premises Manager will report to the cleaning Supervisor and the School Business Manager on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- In partnership with the cleaning supervisor induction and instruction of cleaners to ensure they are conversant with their duties and the standards of work expected of them.
- In partnership with the cleaning supervisor supervision of cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
- Undertake annual fire risk assessment.
- Attend training courses where appropriate.
- Where necessary reporting to Governing Board which may involve attendance at Governors meetings.
- Occasional care and feeding of school pets during holiday times.
- Occasional watering of plants.
- Manage the hiring/letting of the School/Academy premises in consultation with the Head teacher.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Security

This will involve:

- Open and close school - to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services.
- In partnership with the School business Manager arrange cover for lettings and out of school hours' functions.
- Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaison as necessary with emergency services including the calling of the services as appropriate.
- Report acts of vandalism to the School Business Manager and Police where necessary.
- Mail courier duties as required by the School Business Manager.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the School Business Manager, ensuring the safe use of the school site at all times.

Key Accountabilities and Result Areas:

Heating

Key Elements:

This will involve:

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the appropriate maintenance contractor.
- Change filters as appropriate.

Energy Conservation

This will involve:

- In conjunction with the School Business Manager, implement all agreed policies.
- Reading, recording and reporting all meter readings as required by the School Business Manager.
- Implement recommendations authorised by the School Business Manager.

Emergencies

This will involve:

- Cleaning sickness, etc and spillage's as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

Lettings

This will involve:

- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required.

School Cleaning

This will involve:

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the School Business Manager.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the School Business Manager, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
- In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the School Business Manager.
- Daily disinfection of water fountains.

Key Accountabilities and Result Areas:

Internal Maintenance

Key Elements:

This will involve:

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, decoration of any area agreed as reasonable with the School Business Manager.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies and resources to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the School Business Manager.

External Maintenance

This will involve:

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Agree a system with the School Business Manager for window cleaning arrangements, and monitor if appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. In consultation with the School Business Manager order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with the School Business Manager for the best method of removal.
- Maintenance of school gardens as required in consultation with the School Business Manager.
- Oversee regular cutting of grass.

Data Protection

This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy.

Key Accountabilities and Result Areas:

Green Statement

Key Elements:

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Stock Control

This will involve:

- Maintaining stock levels as required and ordering and receipt of supplies within agreed budget in consultation with SAO.
- Ensuring safe storage of all stock in clearly labelled cupboards/areas.
- Maintaining an up to date list of all hazardous substances and where they are located. A copy to be kept in School/Academy offices in case of emergency.

Confidentiality

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

Safeguarding

This will involve:

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

Customer Care

This will involve:

- Able to demonstrate a commitment to the School/Academy's Customer Care Policy.

Key Accountabilities and Result Areas:

Health and Safety

Key Elements:

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School/Academy.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions.

Person Specification

Job Title:

School Caretaker/Premises Manager

Essential knowledge:

- An understanding of basic health & safety requirements.
- To communicate clearly to all sections of the school community both verbally and in writing.
- Demonstrate knowledge of security methodology for both building and grounds without risk the health and safety of the school community.

Essential skills and abilities:

- D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.
- Ability to assist in the training and induction of new cleaning and assistant caretaking staff.
- Understanding of the principles of health & safety in a school environment including COSHH.
- Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative tasks, including stock taking and ordering.
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.

Essential experience:

- Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the school cleaning staff.
- Experience of monitoring and liaising with contractors and suppliers.

Special conditions:

- Take part in the school's performance management system.
- Enhanced DBS check.