

PENRYN COLLEGE

Job Description and Person Specification

Job Title:	Caretaker
Grade:	E
Responsible to:	Premises Manager
Direct Supervisory Responsibility:	None
Indirect Supervisory Responsibility:	None
Important functional relationships:	<p><u>Internal:</u> Headteacher, School Leadership Team, Director of Business Development and Operations, Assistant Director of Business Development and Operations, Premises Team, Lettings Administrator, staff, pupils</p> <p><u>External:</u> Suppliers of goods and services, Cornwall Council Departments, contract maintenance staff, cleaning staff, parents, visitors to the school</p>

MAIN PURPOSE OF JOB:

To undertake general maintenance of the school building and facilities, practical support in arrangements for meetings/events and to assist in maintaining the security of the school buildings.

MAIN DUTIES AND RESPONSIBILITIES

- 1) To act as a key holder for the site ensuring security at all times including the operation of alarms and support the Premises Manager to ensure staff are aware of the procedures on security and the use of alarm systems and the operation of security systems including windows and doors as required.
- 2) To open and close rooms on request.
- 3) To check the condition of sporting facilities when opening and closing and to report any concerns immediately.
- 4) To undertake a wide range of maintenance, repair, refurbishments and installation work to the school site, including resolving technical problems and the replacement/installation of fixtures and fittings as necessary within the post holder's sphere of responsibility.
- 5) To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with the Premises Manager and approved contractors.
- 6) To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.

- 7) To participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure.
- 8) To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti.
- 9) To ensure general cleanliness and safety of all hard surface areas of site, including drains, catchpits, gullies, etc. Also to ensure the school buildings and grounds are free of litter, leaves, debris and graffiti including keeping access paths, steps and outside hard surface areas clean and tidy.
- 10) To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- 11) To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Maintenance Supervisor or Premises Manager.
- 12) To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc.
- 13) To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.
- 14) To undertake the efficient operation of the heating system, ensuring its good working order. To record and monitor gas / electricity / water (as applicable) meter readings/returns as required by the Authority.
- 15) To take deliveries of stores, materials and other goods and to undertake portage duties as required (including moving furniture, equipment etc).
- 16) To be part of the premises rota team to cover evenings, weekends and bank holidays.
- 17) To undertake grounds/premises maintenance work as required.
- 18) To carry out weekly checks and maintenance on the STP, Hockey Astro and Muga including checking and maintenance of goals, posts, nets etc.
- 19) To assist with putting up and taking down of rugby and football posts as required.
- 20) To maintain records and complete paperwork as required.
- 21) To attend site meetings as required.
- 22) To assist the department technicians when needed.
- 23) To assist with lunch and break time supervision of children as required.
- 24) To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.

- 25) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- 26) To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- 27) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 28) To undertake other duties appropriate to the grading of the post as required.

Date Prepared: July 2018 Prepared by: Penryn College

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Person specification prepared by: Penryn College

Date: July 2018

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Good standard of practical knowledge, skills and experience of building and grounds maintenance work.	Good standard of practical knowledge, skills and experience of building and grounds maintenance work in a school or similar environment. Site security experience.	Application form & Interview.
<u>Qualifications & Training</u>	Level 2 NVQ, GNVQ or GCSE qualifications plus suitable trade qualification (or relevant experience). Level 1 qualifications may be considered if accompanied by extensive relevant experience.	Basic Health & Safety qualification. Lifting & manual handling training. High level cleaning safety training.	Application form. Application form.
<u>Special Knowledge & Skills</u>	Good practical skills. Good organisational skills. Good communication skills. General knowledge of building maintenance.	Knowledge of Child Protection issues and procedures. Knowledge of school mandatory compliance requirements	Interview.
<u>Any Additional Factors</u>	Ability to undertake physically demanding work. Ability to work as part of a team or alone. Flexible approach to work requirements, including able to work unsocial hours. Ability to work on own initiative/self-motivated. Comfortable with children/young people. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.