



JOB DESCRIPTION

POST TITLE:	<i>Site Supervisor / Caretaker</i>
SCALE/GRADE:	<i>Grade 4</i>
HOURS:	<i>25 hours per week / 52 weeks per year / Split Shift</i>
JOB PURPOSE & ROLE:	<i>The post holder is required to carry out under reasonable direction the appropriate duties in the case of maintaining the buildings and the teaching environment.</i>
LINE MANAGEMENT:	<i>Responsible to the Headteacher through the Line Management structure</i>
DUTY HOURS:	<i>Term time: Mornings - Monday to Friday - 6.30am to 9.15am Evenings - Monday to Thursday - 4.00pm to 6.15pm Evenings - Friday - 3.45pm to 6.00pm Shift hours may alter due to school needs</i> <i>Out of term: 25 hours over 3 days</i>
ANNUAL LEAVE:	<i>Annual leave is to be taken during school holiday periods.</i>

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The post holder will need to have an adaptable and flexible approach to the requirements of the job to suit the daily needs of the school.

- 1. To ensure that at all times pupils, staff and others have a clean, safe and hygienic environment in which to work.*
- 2. To ensure the school is presented to the best possible standard in appearance and in function.*
- 3. To support Head Teacher to identify areas for improvement*

4. To support the Head Teacher and Finance Officer to manage the rolling program of maintenance ensuring all orders are planned within the budget and annual calendar working closely with the finance officer.
5. Maintenance Tasks:
 - Unblock of sinks / drains when necessary
 - Replace low level fluorescent tubes and light bulbs as necessary
 - Snow clearance to main routes of access/egress as far as is reasonably practicable and salt/grit treatment of icy paths.
 - Maintenance of grounds, wooden fences, weeds around building and walls (along with schools site SLA)
 - Carry out litter picking and removal of graffiti as necessary
 - Ensure all boiler rooms are clean and not used for storage
 - General maintenance and repairs of the school building e.g. painting, fixtures and fittings
6. Security of Premises:
 - Be a named key holder and keep all keys safe at all times
 - Unlock / lock all necessary gates and doors, check for intrusion in the building and site perimeters. Deactivate / reactivate alarms and open / close blinds ensure that buildings and site are secured and alarms are on as appropriate at the end of sessions and that lights are switched off, curtains/blinds drawn, windows and doors are locked.
 - Secure all gates and access points.
 - Report all breaches of security and keep a log of incidents
7. Health & Safety:
 - To take a positive approach to health & safety
 - To support Elite to carry out risk assessments relating to health & safety issues ie COSHH etc
 - To contribute to the development and monitoring of the school's Fire Risk Assessment
 - To attend meetings relating to health & safety (at the Headteacher's discretion)
 - To ensure all contractors are aware of school procedures (eg fire drills, sign in and out, are given due notice of hazard that they could not be expected to anticipate etc)
8. Porterage:
 - To carry out the receipt and portering of light goods or materials to, from and within the site
 - To update the school inventory system logging in new equipment.
 - Liaise with school IT support company to ensure IT equipment is closely monitored.

9. *Cleaning tasks:*

- *Maintain a safe, pleasant and litter free environment as far as is practicable:*
- *Clean light fittings, diffusers etc*
- *To provide cover for all other site staff including the cleaning staff during holiday or periods of absence*
- *Monitor the replenishment of toilet rolls and hand towels daily.*

10. *Other Duties:*

- *Setting out and clearing furniture for assembly and other functions as required;*
- *Removal of internal rubbish, cardboard boxes, large amounts of paper etc.*
- *Other duties that the Headteacher may from time to time ask the post-holder to perform.*

11. *Machinery:*

- *The operation of polishing machines, vacuum cleaners, carpet shampoo machines and other machinery which is deemed necessary for the task and the responsibility for the cleanliness of all tools and machinery used*

12. *Training:*

- *Training will be given in all aspects of the job including the operation of machinery, the economical use of cleaning materials to ensure that work is carried out in a safe and efficient manner.*

STANDARDS AND QUALITY ASSURANCE

- *Contribute to the overall ethos/work/aims of the schools and children's centre and take pride in the site*
- *Set a good example in terms of dress, punctuality and attendance*
- *Attend and participate in staff training and team meetings where appropriate*
- *Appreciate and support the role of other professionals*
- *Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description*
- *All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning.*

REVIEW OF THE JOB DESCRIPTION:

The job description will be reviewed annually. It can be amended as circumstances deem necessary and following reasonable negotiation, at the request of the Headteacher or Post Holder.

Signed: Date:.....

Headteacher: Date:

Person Specification

Experience:	Competent at basic building repairs and maintenance and grounds maintenance. Use of small industrial / electrical / mechanical equipment.
Qualifications or Training:	Willing to undergo training as required; able to understand and apply regulations (such as health & safety, manual handling regulations etc.). Able to operate electrical / mechanical systems. Grade C or above in GCSE Maths and English is desirable.
Practical Skills:	Able to effectively organise and supervise the work of others (such as cleaners and contractors). Reading, writing and numeracy skills sufficient to check time sheets, delivery notes, lettings forms etc. Able to regularly handle / carry heavy items.
Personal Qualities & Attributes:	<p>A proven record of a high level of attendance; honest; able to work effectively with little supervision; polite and courteous to members of the public; calm and patient when under pressure; co-operative with other employees, parents and visitors.</p> <p>Able to show initiative and work proactively to ensure the smooth running of the site.</p> <p>Willing and able to start work early when required. Be on call for emergencies and deal with evening and weekend lettings where appropriate. Must be flexible with regard to working hours (usually to be worked within the core time of between 6.30am – 6.15pm depending upon the needs of the service).</p>