

SOUTH GLOUCESTERSHIRE COUNCIL

HR for Schools

**JOB DESCRIPTION: Lead Caretaker/Handyperson
(Primary/Special Schools)**

GRADE: H11

1. JOB PURPOSE

Under the general supervision of the Headteacher to carry out a full range of duties to provide for the security, safety and day-to-day maintenance of the school premises, to include handyperson activities and supervision of school cleaning staff.

2. MAIN DUTIES

- a) As the main keyholder to be responsible for the security of the school premises and to assist the Headteacher in making any arrangements to cover periods of absence.
- b) To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- c) To carry out regular checks on alarm systems and fire extinguishers and report on any problems arising.
- d) To identify and report building, furnishing or fittings deficiencies to the Headteacher and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
- e) To undertake a reasonable range of handyperson duties as required by the Headteacher to contribute to the day-to-day maintenance of the school premises and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fixings and small scale improvements, eg fitting shelves or noticeboards.
- f) To escort contractors and other relevant persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work having regard to the school environment.
- g) To take delivery of stores, goods and equipment and arrange storage or distribution as required, including the maintenance and completion of relevant documentation with appropriate authorising signatures.
- h) To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates at maximum efficiency and economy with special regard to energy conservation and regularly inspect equipment to ensure it is clean and in safe working order reporting any deficiencies accordingly.

- i) To ensure, as far as is practical, that adequate supplies of fuel and water are available at all times in conjunction with any energy conservation scheme; to maintain the supply of supplementary mobile heating as may be necessary.
- j) To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
- k) To clean defined areas of school premises, together with any emergency cleaning needs (including graffiti) arising during the working day.
- l) To make arrangements as authorised by the Headteacher for the purchase of any cleaning equipment and materials which may be required.
- m) To exercise day-to-day responsibility for the supervision and deployment of cleaning staff employed by the school, including the monitoring of cleaning standards and advising on the correct use of equipment and materials.
- n) To be responsible for the general tidiness and safety of the outside areas, e.g. the removal of litter and graffiti from paths and hard surfaces; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
- o) To ensure that staff and pupil cloakroom and toilet facilities are in working order and that appropriate supplies of consumables are maintained.
- p) To set out/put away furniture for school events, and undertake general portering as required by the Headteacher.
- q) To make appropriate arrangements for the collection of school waste.
- r) To maintain (where included on the premises) the swimming pool plant, including the carrying out of water tests, the replacement of heat retention blankets, the cleaning of swimming pool surrounds, filtration or chemical treatment for safety and hygiene purposes.
- s) The postholder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.

3. DIMENSIONS

The school has 9 classrooms, a hall, library, mezzanine, 8 other additional working spaces and 8 toilet blocks. Externally, there is a playground, field (with conservation area), EYFS/Year 1 outdoor area and carpark. The role will also involve the line management of the cleaning staff, gathering of quotes for specific jobs and organising contractor visits in line with Health and Safety.

4. JOB CONTEXT

The caretaker plays an important part in the smooth and efficient running of the school. The postholder will be expected to work in a flexible way to meet the needs of the school, combining planned and regular tasks with day-to-day needs and emergency responses.

5. SUPERVISION

General supervision will be provided by the Headteacher. However, the postholder will often be required to work without direct supervision due to the times of work and/or nature of the duties. The postholder will exercise day-to-day supervisory responsibility for the school's cleaning staff.

6. PROBLEMS AND DECISIONS

Determining any action to be taken arising from breakdowns, vandalism or other incidents occurring out of school hours or during school holidays, consulting as appropriate with the Headteacher. Obtaining quotes for repair jobs and arranging emergency repairs, as necessary.

Ordering of cleaning equipment and appropriate materials.

Supervisory decisions regarding the allocation and monitoring of cleaning duties.

Identification of health and safety hazards and other deficiencies throughout the school premises.

7. CONTACTS

Daily contact with the Headteacher and cleaning staff. General contact with other school staff and contractors/suppliers.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

No formal qualification requirements but some previous knowledge and experience of relevant health and safety procedures, operation of cleaning equipment and cleansing agents and DIY skills is desirable. Application of common sense and initiative and the ability to establish good working relationships with the Headteacher and other unit staff is essential.

9. PHYSICAL EFFORT

The post will involve frequent lifting and moving of furniture and equipment in and around the school premises; also physical effort involved in various repair and maintenance activities.

10. WORKING ENVIRONMENT

Cleaning and maintenance duties may involve dealing with blocked drains and toilets, including clearance of vomit or excrement. Also use of toxic chemicals.

Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

11. EQUIPMENT

Use of domestic power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required. Training will be arranged, as necessary.

12. GENERAL

The job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

13. SPECIAL NOTES OR CONDITIONS

Protective clothing will be provided and must be worn while undertaking relevant duties.

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

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