

# Isle of Wight Council

## Job Description



<b>Identifying Facts</b>	
Title of Post: Caretaker	
Service Area: Children's Services	Post No: 50037072
Section: Beaulieu House	Date: September 2020
Responsible to: Assistant Team Manager Shortbreaks	

### **JOB PURPOSE:**

To work as a member of a staff team in a children's home and short breaks unit for disabled children.

### **KEY TASKS:**

To maintain equipment within buildings, including undertaking minor repair work within own skill level and following appropriate Health and Safety regulations.

To carry out Health and Safety Risk Assessments and address remedial actions as required.

Adhere to the Isle of Wight Council and the home's Health and Safety policy whilst exercising a duty of care to all users and visitors to Beaulieu House.

To carry out regular Health and Safety inspections of the site and grounds in conjunction with management and other appropriate staff.

To carry out statutory Health and Safety/Fire checks eg. Flushing routines/fire alarm testing and maintain appropriate records.

To detect and report faults to the management and other appropriate staff and organise emergency repairs to the building, furniture and equipment.

Co-ordinate contractors and ensure that they are briefed appropriately in respect of statutory requirements.

To arrange and or carry out the movement of furniture and equipment within the site, including the construction of therapeutic and other items as directed.

To be responsible for the operation of lighting and heating equipment.

Ensure that stock items are maintained throughout Beaulieu House.

To ensure that the grounds/hard areas are maintained to high standard and are cleaned of litter, drains/gutters kept clear of leaves and debris etc.

To carry out minor maintenance and development work in the grounds as required.

To carry out regular maintenance checks on the car and minibus, reporting any identified faults and maintaining vehicles so that they are kept both clean and tidy.

To undertake any necessary action as directed in the event of bad weather/emergencies.

To undertake all professional development as identified through regular appraisal and in respect of the job requirements, particularly Health and Safety and appropriate Safeguarding training.

To play a full and active part of the Beaulieu House staff team by attending appropriate meetings, including Safeguarding.

## **GENERAL**

1. Make minor repairs around the home including [but not limited to] filling in holes in walls, adapting rooms based on children's needs, repairing broken furniture, painting and decorating and responding to damages in the home.
2. Ensure that activities are carried out in accordance with health and safety policy and legislation.
3. Report any health and safety issues immediately to a senior staff member
4. Ensure that tools, paints and other hazardous items are stored securely in line with local policy.
5. To work independently and using initiative to identify areas of work and prioritising your daily workload. In addition to this responding promptly to managers directions to attend to areas of concern or repair.
6. Ensure the children's environment is safe and child friendly following health and safety policy for the home.

## **STAFF DEVELOPMENT AND TRAINING**

1. Attend staff development courses and attend workshops, training courses, seminars, conferences and development groups as and when required.
2. Participate in supervision sessions with the senior care assistants.
3. To undertake training in health and safety, safeguarding and other areas relating to the role.

## **DIVERSITY**

1. Support the home in celebrating diversity and ensure that behaviours are in line with Isle of Wight Council policy.

2. Support children who identify as LGBTQ+ and ensure practice is anti-oppressive.

## **BEHAVIOUR FRAMEWORK**

1. Communicating information – identifies and use the most effective means of communication, appropriate to the situation and individuals involved.
2. Self Management – manage own behaviour to achieve results and develop and maintain effective working relationships with others.
3. Teamwork – be motivated to work together with others and in a variety of different team settings.
4. Professionalism – set and maintain a high personal and professional standard.
5. Development and Training – learn from experience and continually improve.
6. Managing Tasks – (organisation skills) – plan, organise, prioritise and control work, ensuring effective use of time, money and resources.
7. Innovation and Improvement – show creativity and innovation in developing new ways of working.

## **ADMINISTRATION**

1. To report incidents and accidents using the template forms at Beaulieu and electronically using the IWC systems.
2. Complete risk assessments and health and safety administration tasks.
3. Implement financial transactions as per house policy.
4. Be aware of the Health and Safety and Fire policies and procedures.
5. Be aware, updated and familiar with all IWC policies and procedures.
6. Undertake other duties as requested in the interests of the smooth running of the home.

## **FLEXIBLE WORKING**

1. To be able to work Monday to Friday ensuring the home is well maintained and safe.

## **GENERAL**

1. To observe all the requirements of the Isle of Wight Council's policies and procedures.
2. To observe complete confidentiality of all information including awareness and adherence to the legal requirements of the Data Protection Act.

3. Responsibility for safeguarding and promoting the welfare of children and young people.

## **CONFIDENTIALITY IS ESSENTIAL IN ALL ASPECTS OF THIS POST**

1. Any other duties and responsibilities as determined by the Team Leader within the parameters of the post.

This job description is not intended to be an exhaustive list of the responsibilities of the post. It will be subject to review and revision in the light of developments and following appraisals, in any event, not less than yearly.

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates*

*Please note that this role falls within the strategic partnership between the Isle of Wight Council and Hampshire County Council. The employer will be the Isle of Wight Council and employment is on Isle of Wight terms and conditions. Hampshire County Council delivers, on behalf of the Isle of Wight Council, all of its children's services functions and will do so for a period of five years from 1 July 2013 with a review after three years or until the agreement has been revoked by the Secretary of State. The management reporting line for this role is ultimately through Hampshire County Council Children's Services Director/Assistant Director and managers who take operational responsibility for children's services.*