

JOB DESCRIPTION

Post Title	Federation Caretaker
Salary Scale / Grade	Scale 4
Hours per week	37
Full time or Term time	Full time (52 weeks per year)
Reporting to	Federation Site Supervisor

Job Purpose:

To provide efficient and effective caretaking support to the Federation sites, including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards, and that heating / air conditioning systems operate at optimum efficiency.

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to. The postholder will be expected to take adequate care of tools and equipment, reporting issues and damage immediately to the relevant Federation site supervisor.

The post holder will be expected to develop a basic knowledge of property services, property maintenance and be computer literate, familiar with Microsoft Office & portable devices. There will be a requirement for a certain amount of overtime working, usually for parent / open evenings, or hired events, and participation in an on-call rota as a keyholder.

Key tasks and responsibilities:

- To provide a clean, healthy and safe environment for users of Federation buildings and grounds
- To be key conscious at all times, available as a keyholder, and participate in a rota outside of normal hours for the purpose of responding to signals generated from electronic fire and security systems or a central control
- To identify defects and to respond accordingly, either by taking emergency action to “make safe” any hazardous situation / environment and report to appropriate Site Supervisor.
- To identify defects as above, but to escalate property issues outside of your responsibilities to the appropriate Site Supervisor.
- To ensure that the Federation’s properties under your care are opened and locked at appropriate times to enable the site to operate normally.
- To liaise with the Federation Site Supervisor in respect of evening and weekend lettings, and to act as a first point of contact for persons hiring / using Federation premises outside of normal hours, and to respond to reported emergency premises issues outside of normal hours
- When unlocking, to be responsible for the checking that Federation premises and grounds are safe prior to the start of every working day
- To assist with the sounding of alarms during a fire drill, and to liaise with fire marshals accordingly, assisting the person responsible for investigating the cause of an alarm activation, and notification to emergency services when required
- To drive a minibus, or hire vehicle such as a commercial van where required, and to train / take an appropriate mini-bus test if required to do so
- To ensure heating / air conditioning plant and equipment is efficiently and effectively operated, make adjustments as necessary and reports defects and malfunctions to the appropriate Site Supervisor. To clean light fittings, and to test lighting systems weekly replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.
- To clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.

- To ensure that gullies, drains etc. are constantly kept free from leaves / debris, and that the college and grounds are litter free on a daily basis, or as directed by the appropriate Site Supervisor..
- To be responsible for ensuring clear and safe pedestrian access to the College particularly in adverse weather conditions (e.g. clearing snow, salt spreading, gritting etc.)
- To use and maintain appropriate powered machinery and tools as required
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To undertake portage tasks as required including setting up and clearing away furniture across the college or other federation sites.
- To undertake general maintenance duties as directed by the Federation Site Supervisor.
- Immediate removal of graffiti & scuff marks wherever it occurs
- To maintain appropriate records in all areas, for example - including intruder alarm logbook, or other Health & Safety checklists
- To immediately report emergencies in the case of faults with gas, electric and water supply to the relevant emergency services and inform helpdesk.
- To attend to and assist where necessary, personnel visiting the site such as contractors, in accordance with the relevant health & safety procedures for contractor monitoring.
- To organise and undertake on a pre-planned basis the stripping, re-sealing and polishing of floors, washing of walls and cleaning of furniture / carpets during the school holiday periods.
- To regularly clean internal / external windows, UPVC panels, and other internal glass as necessary.
- To comply with the requirements of Health and Safety, other relevant legislation and Federation policies and carry out daily / weekly / monthly monitoring and testing as required, and assist with evacuation procedures.
- To understand and comply with Federation's policies, and to immediately seek guidance where necessary.
- To carry out any other reasonable duties and practices within the overall function of the job as directed by the Federation Site Supervisor.
- To participate and engage in professional development opportunities in agreement with the Federation site supervisor.

Other Responsibilities:

- To follow and support the Federation's policies reflecting the commitment to high achievement and effective teaching and learning
- To contribute to the maintenance of the Federation's ethos by expecting high standards from all of the students in both lessons and social times
- To ensure all duties and responsibilities are discharged in accordance with the Federation's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To participate in the Federation's performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

QUALIFICATIONS AND TRAINING	Essential	Desirable	How Tested A – Application I – Interview T - Test
Full UK driving licence, First Aid certificate Safeguarding awareness, General Health & Safety awareness, COSHH awareness, Manual handling training and Working at Height training.			A
Experience of working with Health & Safety in a school or commercial environment			A
EXPERIENCE			
Extensive experience of working in a school caretaking role, or commercial premises maintenance environment.			A, I
Experience of using Microsoft packages including Windows, Word, Outlook and Excel			A, I
Understanding of customer care principles			A, I
KNOWLEDGE AND UNDERSTANDING			
Understanding of the main safeguarding principles			A, I
understanding and ability to use specialist equipment and knowledge of relevant policies and legislation			A, I
SKILLS AND ABILITIES			
Good interpersonal skills with the ability to liaise positively with all			I
Good non-verbal communication skills			I
Good written communication skills			A
Ability to work flexibly within a team and motivate others positively.			A, I
Ability to prioritise, coordinate and organise work under pressure			A, I
Ability to work on own initiative			A, I
Good ICT skills			A, I
PERSONAL QUALITIES AND ATTITUDES			
Ability to maintain high quality professional relationships with all			I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld			I
Disposition consisting of the following attributes: conscientious, positive, calm, approachable and resolution-focused.			I
Willingness to participate in further training and developmental opportunities to further knowledge			I