

Job Description

Caretaker

GDST
GIRLS' DAY SCHOOL TRUST

<p>Job Purpose</p>	<p>To help deliver the School's aims and objectives by ensuring the provision of an efficient and effective caretaking service to operate and maintain first class facilities and a safe, pleasant environment for staff, students and visitors to support teaching and learning, pupil recruitment and the generation of commercial lettings.</p> <p>Working under the direction of the Premises Manager, to take responsibility for the operation and maintenance of the School's facilities across all school sites. To maintain exemplary and consistent standards of maintenance and presentation of facilities, furniture and equipment.</p>
<p>Accountable to:</p>	<p>Premises Manager</p>
<p>Accountable for:</p>	<p>No line management responsibility</p>
<p>Accountabilities</p>	<ol style="list-style-type: none"> 1. Management of resources <ol style="list-style-type: none"> 1.1. Site security <ol style="list-style-type: none"> 1.1.1. In accordance with School requirements and protocols open-up and/or secure the school premises or hand them over to the lettings team, outside school hours as required 1.1.2. Regularly inspect all points of entry, all entry control systems, locks and catches to external doors and windows to ensure in good working order and undertake maintenance as necessary. Adhere to all systems for the recording of keys and entry codes used throughout school premises 1.1.3. Be available for out of hours on-call duty on an occasional basis and be included on a keyholder list provided to external monitoring companies 1.1.4. Undertake testing of all school intruder alarm, panic alarm and surveillance equipment and systems (including monitoring systems) as required 1.1.5. Adhere to school policies with regards to vigilance for signs of actual or intended intruder and trespasser activity, patrolling school premises regularly and as necessary to detect any such activity 1.2. Maintenance of premises, plant & equipment <ol style="list-style-type: none"> 1.2.1. Undertake maintenance to all school premises in accordance with agreed programmes of planned maintenance, relevant PRM schedules and School and GDST policy and guidance including emergency repairs as necessary. For the avoidance of doubt, this includes locker areas and associated canopies and all school buildings (whether permanent or temporary, in

use or not in use) including basements, roofs, gutters, building facades and fenestration

- 1.2.2. Undertake regular inspection and planned maintenance to all general plant and equipment to ensure it is operational and maintained in a safe working condition in accordance with specified programme, relevant PRM schedules and School and GDST policy and guidance
- 1.2.3. Carry out repairs and maintenance to furniture, equipment and the fabric of the building within what could be considered the capabilities of a competent tradesperson. Liaise with the Maintenance Supervisor regarding repairs beyond the capability of the postholder or other members of the wider facilities team
- 1.2.4. Monitor, inspect and undertake minor servicing and repairs to all systems in accordance with the relevant PRM schedule for heating, lighting, water, drainage and other services, taking regular readings of all meters and other measurement as necessary, documenting and recording readings in line with relevant School and GDST policy and guidance and reacting promptly to failures or hazards
- 1.2.5. Contribute to the maintenance of records, registers and evidential documentation to ensure that a clear audit trail demonstrating the timely completion of all maintenance service works is available for inspection at all times
- 1.2.6. Regular inspection of all school premises for the purpose of detecting developing hazards to people or property including subsidence, flooding, erosion, rot, mould, blockage, establishment of invasive, infectious or otherwise harmful species, general deterioration etc
- 1.2.7. Oversight of all external contractors engaged on routine or *ad hoc* facilities works on any of the school sites, ensuring that the School and GDST policies and standards for safeguarding, health and safety and workmanship are maintained at all times. In particular, that the school and GDST's policies for the safe management of asbestos are observed at all times.
- 1.2.8. Operation, safe storage and maintenance of machinery, tools equipment and vehicles associated with facilities maintenance operations in accordance with all relevant PRM schedules and policies
- 1.2.9. Maintenance of appropriate stores of materials and consumables for the safe and consistent operation of cleaning and facilities maintenance operations in accordance with all relevant policy and guidance

- 1.2.10. Liaison, coordination and cooperation with ICT support staff to ensure that the schools ICT infrastructure and equipment is maintained and supported in accordance with school and GDST policy and guidance
- 1.2.11. Report to the Maintenance Supervisor (and rectify where necessary) all instances where cleaning falls below standards and methods set out in the school's cleaning specification
- 1.2.12. Undertake cleaning duties as necessary when cleaning staff are not in attendance or are otherwise engaged
- 1.2.13. Support groundskeeping staff in undertaking all external cleaning and clearing duties as necessary to ensure grounds, gardens, footpaths, car parks, bin-stores, playgrounds, sports pitches, signage, drains (and other low-level gutters and gulleys) and other external areas remain clear of graffiti, litter, weeds, leaves and other rubbish to ensure the School is presented to the highest possible standard at all times
- 1.2.14. Support groundskeeping staff by clearing and gritting external areas of snow and ice when necessary to allow safe passage for pupils, staff and visitors between school buildings and around the School site
- 1.2.15. Undertake basic grounds and gardening work as necessary to support groundskeeping staff to maintain planted areas to the highest possible standard
- 1.2.16. Working with other school staff and pupils as necessary to assist with and advise on the establishment and maintenance of projects, displays, artwork installations, performance props, sets and staging and similar initiatives as required from time to time

2. Supporting school operations, activities and events

- 2.1. Provide support to school operations, activities and events as required including furniture, seating and staging set-ups for concerts, performances, examinations, parents' conferences, exhibitions, prizegiving ceremonies, classroom furniture re-sets and *ad hoc* other events and activities and de-rigging and recovery afterwards
- 2.2. Working with the lettings team, provide support as above to external hirers' set-ups and requirements and de-rigging and recovery afterwards

3. Management and Teamwork

- 3.1. Take personal pride in ensuring that the appearance and smooth running of the school premises contribute to a positive image of the school, and encourage and direct others as appropriate to do so.
- 3.2. To work co-operatively with colleagues to achieve the aims and objectives of the post and the School.
- 3.3. To participate positively in the implementation of new working methods and practices as required.
- 3.4. To undertake other duties within his/her competence or otherwise appropriate to the grading of the post as requested by the Maintenance Supervisor

4. Health and Safety

- 4.1. To comply with all School and Trust Health & Safety policies and to take reasonable care for the health and safety of him/herself and anyone who may be affected by his/her actions.
- 4.2. Carry out designated procedures in the event of fire, flood, breaking and entering, accident or major damage in accordance with school policy, reporting any required matters as necessary in accordance with such procedures.
- 4.3. Maintain waste storage areas and equipment and deal with the disposal of waste in accordance with relevant statutory, environmental and sustainability requirements.
- 4.4. If required, and qualified to do so, act as the school's Electrical Supervisor.
- 4.5. Undertake, and report as necessary, tests of fire alarms and checks of fire exit routes and fire doors in accordance with the relevant PRM Schedule, School and GDST policy and guidance.
- 4.6. To clean up any immediate hazard to pupils, staff or visitors (eg broken glass, obstructions, spilled liquids or bodily fluids on stairs, floors etc)

To report any issues affecting Health & Safety on site to the Health & Safety Co-Ordinator by the by the most appropriate means in the context of the circumstances

4.7. Attendance at termly meetings of the school Health & Safety Committee, upon invitation

4.8. If a qualified first aider, render emergency first aid to staff, pupils and visitors.

5. Communications and marketing

5.1. Provide a courteous, friendly service to all stakeholders both internal and external. (e.g. pupils, parents, staff, contractors, GDST Estates Department, Governors, Hirers etc).

5.2. Ensure high profile areas such as entrance halls, reception areas and main circulation areas are cleaned and maintained to an excellent standard and ensure that deliveries are distributed to the various locations in the school without undue delay, so that reception areas are kept clear and maintained to the highest possible standard of presentation

5.3. Assist during school functions or lettings as required, and prior to school/public relation events (e.g. open days, concerts, tours by visitors) ensure that the school is checked for tidiness, litter etc.

5.4. To promote at all times to all school users values of sustainability, efficient use of energy and responsible approaches to waste minimisation and recycling.

6. Monitoring, evaluation & assessment

6.1. Where services are provided by an external contractor (e.g. cleaning, grounds maintenance), monitor standards against specification on a regular basis, reporting back to the Maintenance Supervisor as directed.

7. General

The postholder may be required to carry out *ad hoc* other duties within their level of competence from time to time, not limited to but including:

	<ul style="list-style-type: none"> 7.1. Porterage of goods, furniture, equipment, cash and other items including errands on behalf of the school 7.2. Erection and dismantling, conveyance and storage of sports and creative and performing arts equipment 7.3. Basic maintenance of School road vehicles including cleaning and daily, weekly and pre-MOT checks 7.4. Driving the school van 7.5. Driving school minibuses or cars 7.6. Assistance with traffic management and parking at any of the school sites 7.7. Assistance with grounds maintenance activities – grass cutting, lopping, pruning, brush cutting, fencing repairs etc 7.8. Reasonable other duties as requested by the Maintenance Supervisor to cover the continuing operation of the School <p>8. Training & development of self and others</p> <ul style="list-style-type: none"> 8.1. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development. 8.2. Ensure that training needs within the services for which responsible are identified, appropriately met, and that all members of staff are active in their own personal and work-related development.
<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school’s programme of extra-curricular activities. c. Support and contribute to the school’s responsibility for safeguarding students. d. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors e. Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.

	<ul style="list-style-type: none"> f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process. h. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required

Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Basic IT skills, sufficient to maintain records send and receive messages e.g. working knowledge of Microsoft office Excel, Word, Outlook email (or prepared to train)	Essential
Physically fit and active	Essential
Demonstrable competence in maintenance of both building fabric, and domestic and light commercial plant and equipment	Essential
Demonstrable competence to a basic level in a variety of trade skills – joinery, plumbing, drainage, electrical, paint and decorating etc	Essential
Ability to undertake and write risk assessments	Essential

Knowledge Base

Knowledge of relevant health and safety requirements	Essential
Knowledge of plant and equipment maintenance regimes and documentation methods	Essential
Familiarity with light commercial controls systems and panels, particularly in an educational setting	Desirable
Familiarity with computer controlled Building Management Systems, particularly in an educational setting	Desirable
Familiarity with other computer controlled systems (eg access control, CCTV, fire and intruder etc) in an educational setting	Desirable
Knowledge of basic trades skills to a level expected from a competent handyperson	Essential
Knowledge of cleaning techniques and processes	Essential
Knowledge of security and emergency procedures	Essential
Understanding of child protection issues	Desirable

Qualifications/Attainment

	Level	
Caretaking qualification	NVQ level 2 or equiv	Desirable
Plumbing	CITB, C&G, or NVQ Level 2	Desirable
Carpentry and joinery	CITB, C&G, or NVQ Level 2	Desirable
18 th Edition IEE Wiring Regulations		Desirable
Any other trade skill qualification	CITB, C&G, or NVQ Level 2	Desirable

PAT Testing	C&G 2377-22 or equiv	Desirable
Up to date First Aid at Work Qualification		Desirable

Experience

Substantial experience of premises management, preferably in an education context	Essential
Experience of supervising contractors	Desirable

Attitude/approach

Keen eye for presentation	Essential
Interest in education and delivery/maintenance of high quality facilities	Essential
Interest in sustainability and commitment to minimising environmental impact	Desirable
Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well Presented	Desirable
Flexible over working hours according to the needs of the school	Essential