



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: Caretaker 3

SCHOOL: St Mary the Virgin, Hartfield

GRADE: Single Status 4

RESPONSIBLE TO: Headteacher or Head of School

Purpose of the Role:

To provide an effective caretaking service, to supervise Assistant Caretaker(s) and/or cleaning staff and to inspect and record standards of cleaning and grounds.

Key tasks:

1. Inspect, monitor and record building cleaning standards and cleaners'/contractors' performance in accordance with the County Building Cleaning specification.
2. Be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
3. Carry out security procedures for school buildings and grounds in accordance with East Sussex County Council policy.
4. Contact direct the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
5. Carry out necessary duties where alarm systems are installed.
6. Assist with enquiries from officers and employees of the LEA, workmen and contractors, and report their presence to the headteacher/nominated officer. Direct workmen and contractors to the site of repair and maintenance work. Inspect, monitor and record work performance.
7. Take suitable measures to ensure the protection of the school.
8. Notify the headteacher/nominated officer and contractors, where appropriate, of the necessity for any repairs or maintenance.
9. Carry out non-specialist building maintenance work, e.g. plumbing, glazing, carpentry, decorating etc., where such work is agreed as being within the reasonable capacity of normal handyperson/DIY Skills with strict adherence to Health and Safety regulations.

10. To maintain swimming pool, where appropriate
11. To read meters and record as required, including assistance with energy conservation procedures.
12. Clean outside hard areas three times per week, eg playground, paths and entrances, collect all litter, empty and collect litter from outside bins and convey to nominated collection or disposal point. Clean gullies and drains at surface level. Ensuring that the outside areas of the school look tidy at all times.
13. Operate Heating and hot water supply plant in accordance with County Instructions and carry out frost precaution procedures.
14. Take out of use caretaking and cleaning equipment known to be faulty and report the need for repair.
15. Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.
16. Accept deliveries of stores, materials and other goods and convey to appropriate storage areas.
17. Maintain adequate supplies of caretaking requirements and cleaning materials and keep records.
18. Move furniture and equipment as required. (There is no provision for this task to include the wholesale replacement and removal of chairs on a daily basis).
19. Carrying out weekly and monthly premises checks (checklist completed and presented to Heads of School with agreed actions).
20. Carry out cleaning in specified areas as allocated by the school, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism. May be required to clean critical areas e.g. toilets.
21. During school closure periods undertake floor treatment work i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations between caretakers/nominated officers and Area Supervisor. Inspect and maintain certain school equipment, effect minor repairs and report defects.
22. Replenish consumables items i.e soap, towels, toilet paper etc as required throughout the school.
23. Supervise, direct and train site supervisor and cleaners.
24. Replace light source. Clean accessible light fittings, shades and diffusers and replace where necessary and where fittings are 3.5 metres or less from ground level.

25. Monitor fuel levels, ordering fresh supplies as necessary and keeping records.

Requesting for oil to be ordered as required.

26. Ensure that all medical waste is sealed and placed ready for collection.

27. Empty Sanitary Disposal Units/Incinerators.

28. Liaise with contractors to organise quotes for premises work.

Signed:.....

Print Name:.....

Date:.....

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

JOB TITLE: Caretaker 3

GRADE: Single Status 4

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to undertake a range of caretaking and cleaning duties
- Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate good inter-personal skills to communicate with a range of people
- Ability to provide high quality supervision, training and support to Assistant Caretaker and/or cleaning staff
- Ability to inspect and record the work of others
- Ability to work effectively and supportively as a member of the school team
- Ability to demonstrate commitment to Equal Opportunities

Essential knowledge

These criteria will be assessed at the application and interview stage

- An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment
- A sound knowledge of the building cleaning standards contained in the County Building Cleaning specification
- A knowledge of procedures associated with the recruitment, supervision and training of other employees

Essential experience

These criteria will be assessed at the application and interview stage

- Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyperson
- Experience of keeping work records

Other essential criteria

These criteria will be assessed at the application and interview stage

- Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge
- Willingness to maintain confidentiality on all school matters

Date (drawn up): November 2009

Name of Officer(s) drawing up person specifications: JM

Job Evaluation Reference:

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	Yes
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	Yes
Exposure to noise and /or vibration	Yes
Food handling	No
Exposure to blood /body fluids	No