

## **Part Time Lettings Caretaker - weekends**

**Responsible to:** Site Manager

**Salary:** Grade 3 Point 14 for 17.5 hours per week all year- £8224.47

One evening per week and both Saturday & Sunday (All year round)

Temporary for a period of one year (commencing asap)

### **Purpose of post:**

To ensure the suitability and availability of school premises, facilities and buildings systems, such that teaching and learning, and lettings can be carried out in a clean, safe, well maintained and secure environment.

### **Duties and responsibilities:**

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

### **Security:**

- Acting as a key holder and attending in emergency call out situations as the primary contact.
- Operating and monitoring the intruder alarm system and other security equipment.
- Ensuring the security of the premises and its contents. Boarding up and making secure as necessary.
- Ensuring assets are security marked.
- In cases of emergency outside the working week, e.g. intruders, fire, floods etc. be required to attend such as required.

### **Letting:**

- Customer Services, meeting and greeting letting users.
- Open and Closing Academy facilities during community lettings
- Maintain the security of the building when lettings are taken place
- Help the Site Manager or Facilities Manager with any admin job that might need to happen.

### **Cleaning:**

- Using and maintaining the effective operation of a variety of electrical and mechanical equipment.
- Ensuring external hard surfaces, paths and turf areas are kept clean and tidy.
- Emptying internal and external litter collection bins.
- Collecting and disposing of refuse including that collected by the cleaning contractors.
- Liaison with cleaning contractor's staff, recycling contractors, grounds maintenance contractors.
- Ensuring the swift removal of graffiti.
- Ensuring that staff, visitor and pupil toilets are clean, stocked, and fit for use.
- The checking, cleaning and unblocking of gutters, gulleys and drains as required.
- Assist with the cleaning of internal and low level external glass, mirrors and windows.
- The cleaning of light fittings and skylights as required.
- Cleaning and preparing floors of halls, corridors, stairs, etc. as required. Maintaining the appearance of wooden floors.
- Liaison with cleaning contractor's staff, recycling contractors, grounds maintenance contractors.
- Salting and de-icing of surfaces and pathways and moving of snow to ensure safe access to the premises.

### **Heating:**

- To attend to the building heating systems, ensuring the operation of plant including boilers, circulation pumps, controls, valves, tanks, gauges, heaters, radiators etc.
- De-ashing the fired boilers as necessary.
- Ensure adequate stocks of fuel are maintained.

- Ensure faults are identified, reported, and repaired within the limits of competence.
- Assist with the provision and operation of temporary heating equipment.
- Carry out cleaning and maintenance of heater cabinets and filters.
- Attend to heating of premises at weekends and holidays during the approved winter period when necessary, when required.

**Porterage:**

- To prepare for school events, to set out and put away furniture for meetings, assemblies, dinner time, examinations, lettings etc.
- To receive, record and distribute deliveries in a timely manner.
- To assist with the movement of furniture, stock and equipment around the premises.
- To ensure that caretakers storage areas are kept clean and tidy.
- To drive school vehicles for the purpose of collecting materials and taking vehicles for servicing.

**Buildings Systems:**

- To have a working knowledge of the location and operation of various buildings systems, and contribute to their efficient operation, including but not limited to:
- Electricity distribution and fuse panels,
- Lesson bells system, Lighting control systems, emergency lighting systems,
- Intruder alarm system,
- Fire alarm system,
- Heating and building energy management system,
- Hot and cold water distribution and storage systems, water pressurisation systems,
- Drainage and sewer systems including foul and top-water drains, down pipes etc.,
- Locking, key and security access systems.
- To share knowledge of the school building systems by training colleagues in the correct operation, maintenance and use of the systems.
- To provide an agreed range of 11 handy person" duties.

**Maintenance and Safety:**

- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and, where appropriate. Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.
- To wear and use appropriate personal protective clothing and equipment.
- To liaise with school colleagues and contractors as required.
- Practical input to site maintenance.
- To de-ice hard surfaces and move snow to ensure safe access to the premises.
- To attend to spillages, floods, blockages and breakages as required.
- To carry out electrical Portable Appliance Testing.
- To carry out a range of minor maintenance and running repairs within the limit of his/her competence.
- To undertake regular testing of the temperature of hot and cold water systems to ensure compliance with Legionella prevention measures, recording outcomes and reporting any problem areas identified.
- To replace light bulbs and tubes as required.
- To check fire extinguishers for condition and charge state, recording findings and reporting/replacing extinguishers as necessary.
- To hold and maintain appropriate qualifications to erect and use scaffold towers, use woodworking machines.

**Other duties:**

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

## **Person Specification: Caretaker**

### **Experience:**

- Competent at basic building repairs and maintenance and grounds maintenance.
- Use of small industrial/electrical/mechanical equipment.
- Experience of commercial cleaning operations.

### **Qualifications/ Training:**

- Willing to undergo training as required.
- Able to understand and apply regulations (such as health & safety, manual handling regulations etc.).
- Able to operate electrical/ mechanical systems.

### **Practical Skills:**

- Able to effectively organise and supervise the work of others (such as cleaners and contractors). Reading, writing and numeracy skills sufficient to check time sheets, delivery notes, etc.
- Able to regularly handle/carry heavy items.

### **Personal Qualities & Attributes:**

- Honesty
- Able to work effectively with little supervision.
- Polite and courteous to members of the public; calm and patient when under pressure.
- Co-operative with other employees, parents and visitors.
- Able to show initiative and work proactively to ensure the smooth running of the site.

