



Holy Family Catholic Trust Multi Academy Trust

Job Description

Job Title:	Caretaker
Location	St Peter & Paul Catholic Primary School
Responsible To:	Site Supervisor/Estates Manager
Salary Grade:	Band D, scale point 6-7 £25,989 - £26,403 FTE £18,047 - £18,335 Actual
Contract:	This is a permanent part time contract, 25 hours per week, 52 weeks a year

Key Purpose of Job

Under the direction of the Estates Manager and Site Supervisor, to support the provision of a high quality caretaking service across the Trust Estate, ensuring that staff, pupils and visitors have a clean, safe and well-maintained school environment.

Key Responsibilities of the Post

General Caretaking & Maintenance Services

- In line with the operational processes laid out by the Estates Manager, to ensure the day-to-day maintenance requirements of the school are met and that repairs and improvements requested by staff are logged, organised and delivered within appropriate timescales.
- To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building, equipment and furniture.
- To ensure that minor repairs, internal decorations and improvements to the school building are undertaken directly where instructed.
- To monitor all contractors and personnel on site, ensure that work is satisfactorily completed and accompany contractors on/off site as necessary.
- To identify and report any repairs, maintenance or replacements that require rectification.
- To operate the (PPN) preventative planned maintenance programme for routine inspections of the building, fixtures, fittings, furniture, premises and grounds.
- The portage of furniture, equipment and supplies as required, including setting up the hall for assemblies and events.
- Maintaining paths, steps and playground free from leaves, snow and litter and ensuring they are in safe condition for use.
- Monitoring of heating systems, fire protection equipment and other services.
- To ensure that the buildings and grounds are cleaned and maintained in an efficient and effective manner to the specified standards.
- Liaise with school staff and contractors to organise and arrange access to the site throughout the year.
- Advise on matters relating to energy control and conservation and monitoring water, electricity and gas consumption.
- Take part in training, where necessary, to carry out duties effectively;



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- Any other duties of a similar level or nature that may be required in support of the day-to-day operation of the school.

Security

- To ensure the schools burglar and fire alarms and CCTV system are functioning properly liaising with the security company and emergency services (Police, Fire Brigade, Education Officers) if necessary.
- Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
- To act as the primary key holder, holding keys for the site and managing the security of the premises and its contents.
- Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to the Headteacher, Line Manager and/or Estates Team. Board up if possible and remove loose or fragmented glass. Tidy up the immediate vicinity.
- Possibility of rare out-of-hours emergency callouts and making safe any breach of security.
- Maintain a high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).
- Make safe gas, water and electric power when locking up. All fire doors closed.
- To recommend to the Site Supervisor any suitable and appropriate improvements to the security of the premises and to report any breaches of security.

Day to Day Administration

- Under the direction of the Site Supervisor, purchase premises related equipment, supplies and services within agreed budgets ensuring best value.
- To be responsible for contractors whilst on the school site and ensure works are carried out and completed to the required standard.
- Support the Site supervisor by working in collaboration with the school cleaning team, ensuring the school is kept clean and to a good standard at all times.
- Contribute to the review of school policies and procedures related to the premises function.
- To maintain appropriate records systems including.
- Support with maintaining the estate systems and processes.

Health & Safety

- Knowledge of the Health and Safety at Work Regulations and comply with its requirements in all aspects of the work. Where required, training will be provided.
- To support the Site Supervisor with the statutory maintenance checks where needed, or to supervise the external contractors on site, ensuring these checks are completed safely.
- To support the Site Supervisor and School SLT Team with advice regarding on site issues relating to Health and Safety and to be alert to potential hazards in the school environment.
- Ensure that the policies and procedures relating to Health and Safety are fully observed both in person and by staff and contractors.
- To support the Site Supervisor and be a key liaison with the Health & Safety Adviser to



complete the Annual Health and Safety audit visit.

- Knowledge of Legionella and Asbestos management policies and undertaking compliance checks in accordance with a statutory compliance schedule.
- Support the Estates Manager with the development and maintenance of Fire Safety documentation in line with the statutory requirements.
- Ensure that fire alarm systems are checked in accordance with a statutory compliance schedule and organise termly fire drills in consultation with the School SLT.
- Undertake risk assessments relating to the school site including visual survey of the trees.

Cleaning duties

- When required, be responsible for the day to day cleaning of designated areas of the building and site in conjunction with agreed cleaning plans.
- Ensure caretaking equipment is clean, safe to use and correctly stored.
- Basic maintenance of caretaking equipment in accordance with manufacturers instruction. Report faults to Site Supervisor.
- Transport refuse to bin/skip areas from agreed collection points.
- To undertake emergency cleaning, and other occasional cleaning, as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- Mop up and remove spillage, floods, vomit and obnoxious waste in line with agreed procedures.
- Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
- Responsible for the periodic stripping and resealing of hard surface floors.
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from hard/soft ground areas related to the site.
- Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary

Supervision / Line Management Responsibilities of the post

None associated with this post for direct line management of staff employed by the school. However, the postholder will be required to indirectly manage contractors working on site and the cleaners.

Working Environment & Conditions of the post

The role is performed mainly inside the school buildings across multiple sites, though some outside work within the school grounds is necessary. There will be some, although infrequent, occasions where there will be dust and noise generated. This will usually be associated with drilling, patching-up plasterwork and decorating tasks. The role will require that some time will be dedicated to administration and I.T. activity. Typically, several hours per week.



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Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job.
- b) To contribute to the effective working of the HFCMAT.
- c) Maintain positive, professional relationships with students, parents/carers and teachers.
- d) To participate in induction training, staff review processes and professional development opportunities.
- e) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- f) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles.
- g) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled.
- h) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures.
- i) The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based.
- j) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.



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Person Specification

Area	Job requirements	Essential/Desirable	Evidence
A. Qualifications and Professional Development	Moving and handling training	E	A, I, R
	Monitoring water systems with regards to Legionella	E	A, I, R
	NVQ2 or equivalent	E	A, I, R
	Valid First Aid certificate	D	A, I, R
	Working at heights training	D	A, I, R
	Relevant vocational qualification in facilities management or building maintenance	D	A, I, R
	Health and Safety in Education training	D	A, I, R
B. Experience	Experience of building maintenance	E	A, I, R
	Knowledge of COSHH requirements	E	A, I, R
	Awareness of Health and Safety at work	E	A, I, R
	Awareness of Asbestos & Legionella Management	E	A, I, R
	Knowledge of the management of Covid 19 in a premises setting	D	A, I, R
C. Knowledge/ Skills	Appropriate use of tools associated with building maintenance	E	A, I, R
	Appropriate use of equipment and products associated with general cleaning	E	A, I, R
	Maintenance of stocks and stock control e.g. PPE	E	A, I, R
	Building/garden Maintenance	E	A, I, R



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D. Communication	Ability to work without direct supervision	E	A, I, R
	Ability to communicate with managers, staff, contractors, residents, when required	E	A, I, R
	Good standard of oral and writing skills	E	A, I, R
E. Personal Qualities	Ability to work flexibly according to the needs of the service	E	A, I, R
	Ability to work on own initiative and within the team	E	A, I, R
F. Technology/IT Skills	Use of Microsoft Office software	E	A, I, R
	Ability to learn new IT software quickly	E	A, I, R
H. Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	E	A, I, R

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference