



KING EDWARD VI CEVC SCHOOL

JOB DESCRIPTION – SENIOR CARETAKER

Salary Scale/Range:	Grade 4 SCP 9 – 11 *
Hours:	37 hours per week, 52 weeks a year (annual leave allocation)
Responsible to:	Business Manager

* this role/grade is subject to review by the Job Evaluation team within the Local Authority

Purpose of the Role:

The Senior Caretaker supports the whole school by leading and managing the school premises services – caretaking and cleaning teams – to ensure the highest standards of operation. They are responsible for the leadership and management of the school premises, including health and safety, security, site maintenance, and repair functions. The role also involves liaising with contractors to ensure statutory compliance. The post holder will contribute to the strategic development of the site through the Premises Strategy. The role requires flexibility, with increased demands during term time, ongoing duties during school holidays, and variable working hours to support community use, attend callouts as required and the supervision of contractors outside of normal school hours.

Key duties and responsibilities:

Leadership and Management

Provide the leadership and management of the Premises team (caretaking and cleaning). To ensure they are managed effectively and in accordance with the operational needs of the school and all Suffolk County Council and regulatory requirements including:

- Ensuring that the facilities management functions operate in accordance with statutory regulations
- Ensure compliance with health and safety and other regulatory requirements
- Interpretation of new legislation and guidance and identification of the implications for the School
- Ensure the effectiveness of the teams to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision
- Production of site maintenance and development plans including identification of needs and prioritisation of works
- Producing and maintaining financial records where applicable
- Ensure effective procedures for the appointment and deployment of contractors
- Develop and implement procedures to evaluate the effectiveness of the teams and feed directly into improvement planning
- Establish standard operating procedures and other processes to maximise the efficiency of the teams and provide for service continuity in the event of staff absence
- Develop an on-going customer service focus
- Develop and share good practice in the teams, across the school and into partnerships with other schools and relevant bodies
- Securing arrangements to source external advice where appropriate

- The maintenance and development of the site and buildings to meet the needs of users and ensure that there is a safe environment
- Maintaining high standards of security of the site and contents
- Ensuring arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, fixtures and school vehicles
- Arrangements are in place to deal with emergency repairs or call outs
- Purchasing arrangements represent best value and that contracts are secured in accordance with financial guidelines and regulations
- Developing and promoting energy efficiency measures
- The operation and development of cleaning and grounds maintenance services either through in house operation or outsourcing
- Arrangements are in place for the site to remain operational during inclement weather
- The work of the Premises team and contractors meets the requirements of health and safety and other regulations
- Porterage, laundry and waste disposal
- Secure arrangements to source external advice where appropriate.

Premises management

- The maintenance and development of the site and buildings to meet the needs of users and ensure that there is a safe environment
- Production of site maintenance and development plans in liaison with Property Managers (currently Concertus) in order to maximise access to major maintenance funds held by Suffolk County Council
- Work with the Business Manager to develop strategic plans for site development and improvement using devolved capital funds
- Maintain high standards of security of the site and contents
- Maintain a register of keyholders, including management of external key holders e.g. for Lettings
- Maintain an accurate register of school assets
- Ensure arrangements are in place for the maintenance, servicing, testing and inspection of site equipment (fixed and mobile) as necessary
- Maintain the school minibus ensuring servicing and inspections are carried out in accordance with Local Authority policy and arranging the arranging training (and refresher training) of drivers
- Manage the premises and grounds maintenance budgets
- Follow purchasing arrangements represent best value and that contracts are secured in accordance with financial guidelines and regulations including tendering procedures as necessary
- Develop and promote energy efficiency measures
- The operation and development of cleaning and grounds maintenance services either through in house operation or outsourcing
- Arrangements are in place for the site to remain operational during inclement weather
- The work of the premises team and contractors meets the requirements of health and safety and other regulations
- Systems for porterage, laundry and waste (including confidential) disposal
- Maintaining licences as necessary
- The postholder may also be required to support staff who work out of hours, either via telephone or by attending site

Cleaning Team Management

- To manage the work of Lead Cleaners and a large team of cleaners (some of whom may also be sixth form students at Abbeygate) across a large site with several buildings
- Work with the Business Manager to engage cleaners on appropriate contracts

- Ensure delivery of general cleaning duties as directed to specification
- Ensure delivery of cleaning and maintenance during school closures in accordance with specification.

Responsibilities

- Be aware of, and comply with policies and procedures relation to child protection, employment, health & safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the roles of other staff within the school
- Be flexible in response to the needs of the whole school
- Attend and participate in relevant meetings as required
- Ensuring all staff wear personal protective equipment and clothing
- Ensuring correct use of colour coded equipment and consumables e.g. cloths & gloves to prevent cross contamination
- Ensuring safe care and correct use of cleaning chemicals
- Ensuring safe and correct use of specialist equipment
- Ensuring use of correct equipment for disposing of bodily fluids
- Ensuring all staff are trained to adequately carry out their roles
- In the event of accident, refer to COSHH data sheets for guidance.

Health and Safety

To support the Business Manager who is the Health and Safety Officer:

- Liaise with the Business Manager in maintaining and developing the Health and Safety Policy
- Develop and promote a proportionate approach to health and safety that meets legal requirements and reduces burdens and bureaucracy
- Provide advice and guidance to other staff to assist them with the discharge of their responsibilities
- Develop and implement an internal audit process
- Provide information for insurance underwriters and the Health & Safety Executive, both in writing and in person during site visits in response to requests
- Ensure health and safety is being discharged correctly across all extended service provisions
- To ensure that general and or specific risk assessments are carried out for all relevant premises management work for all relevant tasks performed by site and cleaning staff
- Ensure compliance by periodic inspection of all areas
- Ensure appropriate signs and notices are displayed
- Ensure hazards are removed and that fire exits are accessible and fire-fighting equipment is correctly positioned
- Ensure all staff are aware of their responsibilities as appropriate
- Undertake weekly Legionella water testing or as required
- Undertake regular fire door check, ladder checks and any other statutory checks as directed by the Business Manager
- Notify appropriate agencies, via Business Manager, where there is a pest control problem.

Premises Security & Site Management

- Be a master key holder
- Ensure that buildings are secure and intruder alarms activated following vacation by staff and other users
- Ensure the intruder alarm and fire alarm systems are updated and maintained
- Ensure windows and doors are in good repair and informing the Business Manager of any window or door defects which may lead to a breach of security

- Ensure school is open and adequately staffed by site staff for day to day school activities
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency services
- Oversee any reasonable key requests and orders and distribute to stakeholders
- Locking and unlocking external doors as required
- Ensure and co-ordinate weekly periodic testing of fire alarm system.

Maintenance of School Grounds and Building

- Ensure the premises and grounds are kept free of litter and are in a general condition of tidiness
- Carry out litter picking duties, both inside and outside the school buildings during the school day and ensure that external bins are emptied regularly
- Attending to cleaning and sanitising emergencies that arise during the school day e.g. blocked drains, spills and vomit
- Supervise contractors and undertake regular site inspections monitoring their work
- Ensure effective communication between staff, contractors and others as appropriate
- Operate an agreed programme of planned maintenance
- Ensure monthly testing of emergency lighting and record
- Ensure the efficient operation of heating and lighting throughout the school is adequate and meets Health & Safety Requirements
- Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored daily to ensure there is adequate hot and cold water
- Maintain boiler rooms/ roof areas/ air handling units/ extract systems and air Condensers, working to strict health and safety procedures as directed by the Business Manager
- Checking premises are at correct temperature at designated times via individual control panels or/and BMS system
- Co-ordinate replacing lights, tubes, diffusers and starters where necessary
- Ensure downpipes drains and gullies are free flowing and clean
- Ensure the removal of snow and other obstructions from main entrances, steps, paths and the gritting of entrances, steps and paths prior to any forecasted freezing weather; ensure that stocks of grit/salt are maintained
- Ensure fire doors are free of clutter and obstructions
- Support all Departments in putting up and taking down of external or internal equipment
- Co-ordinate and undertake any reasonable repairs as and when required
- Ensure all appropriate stock is kept up to date and ordered.

Porterage

- Undertake/arrange for safe storing and moving of items of furniture, equipment and provisions as required
- Receive and direct, as appropriate, all deliveries for the schools
- Set up and pack away for all school events including examinations

Community Use

To assist the Business Manager to promote and develop the community use of the site including:

- Establishing, monitoring and developing procedures for community access without negatively impacting on the day to day operation of the School
- Ensuring that community use of the site is in accordance with health and safety and other regulatory requirements.

Lettings

- Manage all school lettings including the marketing of facilities based on an agreed strategy, problem solving as necessary.

General

- Ensure staff contract information is up to date and accurate
- The post holder will be expected to undertake shift work to meet the needs of school, including Saturdays on a rota and attend call-outs.

Line Management:

- To line manage the Caretakers, Cleaners, including their performance management reviews
- Ensuring effective procedures for the recruitment, appointment, induction, probation review and development of staff within the caretaking and cleaning teams.

Monitoring and Reporting

Maintain accurate and organised records for all maintenance and inspections compliance requirements detailed in this job description. Support the work of the Headteacher and Business Manager as required, preparing and presenting premises, health and safety information for the Leadership Team, Governing Body and Resources Committee meetings as necessary.

Policy and practice

Support the Business Manager in the development of school policies with regard to facilities management (including Health and Safety and Fire Evacuation). To carry out the duties contained within this job description in a professional and supportive manner and to work towards the agreed aims of the school. In the course of their employment, to act with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy.

Person Specification

	Essential	Desirable
QUALIFICATIONS		
Premises/Site Management qualifications		Y
EXPERIENCE/KNOWLEDGE		
Experience of Premises management for a large organisation/service unit.		Y
Evidence of successful management and leadership of teams	Y	
Experience/knowledge to secure arrangements for the effective Facilities Management provision at the school	Y	
The ability to provide the leadership of other business management functions in the job description	Y	
Policy formulation, evaluation and review		Y
Track record of successful project management	Y	
Excellent communication and presentation skills	Y	
Competent user of ICT	Y	
Working with a range of external and internal partners		Y
Understanding of school context	Y	
Experience of working in a school		Y
OTHER		
Self motivated and organised	Y	
Evidence of a commitment to your own professional development	Y	
Energy, enthusiasm, flexibility with a 'can do' attitude	Y	
Entrepreneurial	Y	
Good health & attendance record	Y	
Sense of humour	Y	
Ability to work under pressure	Y	
Willingness to take a full role in the life of the school		Y