

# WARWICKSHIRE COUNTY COUNCIL

## ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

**POST TITLE: SITE / PREMISES / FACILITIES SUPERVISOR / CARETAKER**

**JEID REF: C0291**

**POST LEVEL : Band E (£25,583 - £25,989)**

### **BROAD DESCRIPTION:**

Works under broad direction and laid down procedures.

Responsible to Headteacher / Finance Manager for ensuring the appropriate care, cleanliness, safety, security, maintenance and facilities management services for the premises and its site as necessary.

Has responsibility for undertaking minor or temporary maintenance and repairs.

Management of staff providing cleaning, maintenance and caretaking services.

Contribute to establishing and maintaining a culture of safeguarding children.

Contribute to the school's statutory duty to safeguard and promote the welfare of children.

**Responsibility for people (other than employees supervised/managed):** The post has some impact on the well-being of individuals or groups, particularly in terms of health and safety and security.

**Responsibility for staff:** The post has some responsibility for a small team of cleaning staff, including, supervision, work allocation, checking work plus overseeing contractors working on site, with support of the head teacher.

**Responsibility for budget:** The post has responsibility for placing orders to replenish stock with support of the office staff

**Responsibility for physical resources:** The post has considerable responsibility for the cleaning, maintenance and repair of a range of equipment or buildings and responsibility for security of buildings.

### **TYPICAL TASKS, DUTIES AND RESPONSIBILITIES:**

#### **Planning and development:**

- Assist SLT in contributing to the planning of and in implementing developments / changes to site/premises usage when required.

#### **Safety, care, cleanliness, security and access:**

Responsible for:

- ensuring provision of a high quality cleaning service
- ensuring that all areas, drains, gullies etc are inspected regularly to ensure clean and free-flowing.
- Identifying damage and ensure action taken to repair or rectify
- Ensuring preparation of rooms as necessary for in-school activities and out of school activities
- Identifying and making recommendations for improved security provision
- Ensuring routine and non-routine opening and closing of buildings/grounds
- Take action to prevent trespass on the premises
- Arranging accessibility for waste removal as necessary
- Ensuring COSHH records are maintained and associated procedures are adhered to

- Ensuring that procedures in the event of fire, flood, breaking and entering or major damage are carried and property documented and recorded
- Ensure provision of emergency access to the building in the event of snow or minor flooding
- Ensure that appropriate temperatures are maintained in the buildings and that a hot water supply is available.
- Ensure fire event records are maintained and ensure the testing, servicing and replacement of equipment as required.
- Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours along with the Head Teacher.
- Ensuring the premises and furnishings are cleaned in accordance with the school's/authority's standards, including supervising, organising and appraisal of work of cleaning staff.
- Carry out regular cleaning inspection and maintaining log sheet.
- Ensuring floors are stripped and retreated at appropriate intervals.
- Receive delivery of stock, materials etc. ensuring appropriate storage.
- Complete claims forms for overtime undertaken.

#### **Finance and administration:**

- Maintain appropriate records.
- Ensure adequate stocks of materials.
- Evaluation of cleaning products and equipment within the principles of best value.
- Promote the school as a community resource and administer the lettings agreement.

#### **Site Maintenance and development:**

- Ensure that site is maintained and fit for purpose.
- Support the Head Teacher when necessary by assisting in the planning for building/site development, as agreed by Governors.
- Carry out minor maintenance and repairs to buildings, fittings and furnishings.
- Ensuring basic tools and equipment is fit for purpose and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff.
- Ensure and maintain professional relationships with contractors, attending meetings as necessary.
- Ensure that contractors on site adhere to the code of contact and monitor compliance
- Inspect work of contractors where satisfaction note required.
- Ensure that appropriate H & S standards are met and maintained within the terms of the school's health and safety policy.
- Arrange, conduct and report on informal site inspections, identifying defects, taking actions as necessary and making recommendations for improvement.
- Ensuring playing areas and paths are free from litter.
- Ensuring drains and gulleys are inspected to ensure they are free-flowing and clean, dealing with blockages as necessary
- Undertaking occasional painting (of doors/small areas)

#### **Supervision:**

- Manage and supervise cleaning staff.
- Monitor staff with compliance of relevant training in relation to H & S and COSHH.
- Oversee Contractors.

**Lettings:**

- Prepare for after-school activities and ensure accommodation is prepared for normal school use
- Undertake school lettings in accordance with lettings procedures

**Miscellaneous:**

- Ensure the compliance with schools' policies, e.g. health and safety, security, smoking and financial procedures.

**QUALIFICATIONS, TRAINING AND LIKELY ABILITIES**

Previous caretaking/site-keeping experience or willingness to attend training.

Handyperson experience

Display commitment to the protection and safeguarding of children and young people

Value and respect the views and needs of children

Knowledge of the Authority's regulations and procedures, including H&SAW, COSHH, moving and handling procedures

Working knowledge of relevant policies / codes of practice/legislation

Good literacy and numeracy skills

Able to carry out procedures, routines and follow instructions

Able to plan short term

Understand and be familiar with the layout and organisation of the school and its site.

Team management skills

Able to take initiative and be proactive