



## MORLEY MEMORIAL PRIMARY SCHOOL

### CARETAKER/SITE MANAGER

#### Job Description

<b>Salary:</b>	In the range of Scale 4 (points 7-11 £19,554 - £21,748 ) pro rata
<b>Hours of Work:</b>	Part time basis (job share): 15 hours per week (3 hours per day) 52 weeks per year, worked Monday to Friday 3.00pm - 6.00pm during term time and flexibly, according to the requirements of the school, during the holidays
<b>Responsible to:</b>	The Headteacher, Business & Community Manager
<b>Responsible for:</b>	Cleaners, Contractors on site

#### Key features of the role

- The Caretaker/Site Manager is responsible for ensuring that the premises and grounds of the school are maintained to the highest possible level of cleanliness and are attractive in appearance at all times. The Caretaker/Site Manager will be expected to take such initiatives as may be required to achieve this, including regular close inspection of the buildings and premises.
- The Caretaker/site manager will be a fully participating member of the Morley Memorial Primary School community, and support the children and staff of the school in events and activities within and outside the school as appropriate.
- Like all members of staff, the Caretaker/site manager will offer the children an excellent model of good relationships, attitudes and behaviour.
- The Caretaker/site manager will work with, and support, others in the workplace, making a conscious effort to build rapport with others and maintain a positive approach.
- The Caretaker/site manager will share in whole-staff responsibility for the well-being of all pupils.
- The Caretaker/site manager will plan and manage a weekly schedule of work in line with the school's needs and the specific responsibilities listed below, ensuring the work is undertaken and completed to a high standard.
- The Caretaker/site manager will manage their time effectively and prioritise tasks appropriately, identifying and acting upon opportunities to increase the quality of their own work.
- The Caretaker/site manager will be responsible for personally carrying out the duties below, or, in the case of major works, for liaising closely with their line manager.

## **Main Activities and Specific Responsibilities**

The Caretaker/site manager must ensure attendance on site throughout the period of duty, unless there is agreement to leave the site. The office staff should know the Caretaker/site manager's whereabouts at all times.

The Caretaker/site manager is responsible for carrying out the duties below:

### **Security/Access of premises**

- As the key holder, to attend to all matters relating to the alarm system and key holder information: opening and closing the school for routine and non-routine uses; disarming the alarm system; securing the school, including windows, exit doors and gates; re-arming the alarm system.
- Provide such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or other emergencies.
- In partnership with all other members of staff, maintain the security of the school site by being vigilant with regard to visitors to the site and reporting any concerns to the line manager or headteacher. Ensure that the office staff are aware of persons working on the site and that a register of workers is maintained.
- Respond to any out-of-hours emergencies at appropriate rates of pay should First Reaction Security be unavailable for any reason
- Ensure effect maintenance to safeguard site users.

### **Management and administration**

- Be responsible, on an annual basis, for planning and managing a maintenance schedule in consultation with the line manager.
- Responsible for drawing up plans to meet service objectives, yearly planning, monitors and assess progress against plans and takes appropriate action where necessary.
- Attend planning meetings with the line manager and/or Headteacher – or as directed.
- Submit and follow up maintenance requisitions in consultation with the line manager, only ordering materials within budget guidelines.
- With the line manager, and premises health & safety representatives from the governing body, ensure that documentation relating to the premises is kept up-to-date at all times.
- Work alongside the line manager, to prepare works specifications, tender documentation, and bids for funding, as required to support project works.
- Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks as agreed with the line manager.
- Liaise with contractors and other professionals as directed by the line manager.
- Assist with Budget Planning and negotiating with major suppliers where required

### **Health and Safety**

- Implement all aspects of the school's health and safety procedures as documented and review these annually.
- Ensure that all work carried out by cleaning staff is completed with due regard to health and safety policies and regulations.
- In conjunction with the line manager, regularly carry out a risk assessment of the site and keep appropriate records.
- Carry out regular emergency evacuation practices and keep appropriate records.
- Carry out accident investigation and emergency action in relation to duties. Liaise with the line manager, to deal with emergency situations in accordance with the school's health and safety policy.
- Test the fire alarm system weekly, ensuring that any defects are dealt with, and keep appropriate records
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction

- Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require.
- Ensure that inflammable materials for use around the site are safely stored, and advice is given on the storage of combustible materials.
- Ensure that dangerous substances and equipment are used and stored safely and a COSHH register maintained.
- Record and Maintain official records in line with County procedures and appropriate legislation (e.g COSHH).
- Maintain play areas and outdoor equipment, checking their condition weekly.
- Organise removal of rubbish from the site as and when necessary.
- Grit the premises in icy weather as per the health and safety policy.
- Ensure appropriate legionella checks are carried out and recorded.

### **Services, Maintenance of, and repairs to, premises**

- Ensure that the premises are adequately heated and lit, appropriate to conditions. Take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant.
- Ensure replacement of fluorescent tubes, bulbs, shades, diffusers, starters etc as required, using appropriate access equipment.
- Maintain cleanliness and general tidiness of all external hard areas and soft areas.
- Empty litter-bins on a daily basis.
- Manage the re-cycling schedule with those responsible.
- Clean and clear all drains, gutters and gullies to ensure effective and healthy operation.
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt etc.
- Inspect all outside areas for dangerous materials and remove, including emergency cleaning of any spillages.
- Inspect outside fabric of school, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.
- Remove/obscure all graffiti
- Undertake maintenance and repairs commensurate with the skill level expected of the post-holder; contacting and engaging contractors etc. for tasks requiring specialist skills and keeping relevant records.
- Undertake some external and internal redecoration to an agreed programme, including during the school holidays.
- Ensure maintenance, repairs and inspections of equipment are conducted in accordance with school health and safety regulations
- Maximise the time available during the school day for school improvement activities.
- Undertake some additional grounds work, over and above that which is carried out by the grounds maintenance contractors.
- Ensure the correct signs are on display e.g. exit, first aid signs.

### **Supervision of Staff/Contractors**

- Liaise with and ensure that staff/contractors work within health and safety legislation ensuring safety of all persons using the school premises.
- Monitor contractor performance in line with level service agreements and follow up on these issues where the required standards have not been met. Report any problems/concerns about the work of the staff/contractors on site to the Line Manager and assist the management in dealing with any critical issues.
- Have an awareness of risk assessments and method statements to allow effective supervision.
- Be involved in relevant staffs appraisals, identifying developmental training needs for employees.

- Assure quality of work undertaken meets standards
- Full management responsibility
- Deal with difficult situations with regards to site users and visitors

### **Cleaning and Hygiene**

- Deploy and supervise all cleaners employed by the school, ensuring all areas are cleaned to required specification.
- Deploy staff where necessary to prepare rooms
- Ensure that cleaning machinery and equipment is adequately maintained by an appropriate third party, and stored appropriately.
- Be responsible for the safe and hygienic collection and disposal of body fluids e.g. vomit and dog waste found on the premises.
- Oversee any additional cleaning that is not covered by the school's cleaning team.
- Undertake own agreed schedule of cleaning to a high standard.

### **Lettings**

If additional hours are required to cover lettings, these will be paid at the appropriate overtime lettings rate.

- Prepare the required accommodation in accordance with the lettings policy
- Ensure the security and cleanliness of the site on completion of the letting
- Ensuring the hirer complies with the terms of the lettings policy

### **Porterage**

- Move furniture and equipment as necessary/required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley.
- During work hours, put out/put away apparatus, staging and equipment as required, according to the weekly timetable (e.g. assembly, performances, PE, Parent & Staff Association functions, meetings etc).
- Help with porterage of deliveries to the site as appropriate, during on-site times.
- To be responsible for the prompt transfer to the relevant storage area of goods delivered to the school.

### **Other duties**

- Other tasks may be required to be carried out and these shall be agreed with the headteacher or line manager.
- Respond to all reasonable requests, commensurate with the role, as made by the line manager and Headteacher.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

This job description may be amended at any time after discussion with the post-holder.

**MORLEY MEMORIAL PRIMARY SCHOOL  
CARETAKER/SITE MANAGER  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of working alongside people as part of a team</li> <li>● An understanding that the needs and safety of the children and staff are of prime concern</li> <li>● Work effectively both independently and as part of a team</li> <li>● An awareness of the need for strict hygiene and cleaning standards</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of primary school caretaking</li> <li>● Working in a school environment/site management</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work.</li> </ul>	<ul style="list-style-type: none"> <li>● Have worked in an environment using similar skills</li> <li>● Experience or expertise in areas of DIY</li> <li>● Relevant qualification or training in First Aid and/or Health and Safety</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>● Good organisational skills</li> <li>● Ability to prioritise, plan, schedule and evaluate work</li> <li>● Ability to be proactive and work on own initiative and manage own work load, within a budget</li> <li>● Ability to manage a small team</li> <li>● Commitment to the security and wellbeing of the school</li> <li>● A willingness to undertake as necessary training in all aspects of the job including health and safety</li> <li>● Able to communicate verbally and in writing with all school stakeholders</li> <li>● Ability to drive and holding a clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of security systems</li> <li>● Some evidence of administration skills e.g. Record keeping, time sheets</li> <li>● Knowledge and experience of Health and Safety regulations</li> <li>● An understanding of committee and meetings procedures</li> </ul>
<b>Personal qualities and attitudes</b>	<ul style="list-style-type: none"> <li>● Enthusiasm</li> <li>● Sense of humour</li> <li>● Flexibility</li> <li>● To be a proactive member of the school community</li> <li>● Hard-working</li> <li>● Common sense and initiative</li> <li>● Ability and commitment to contribute fully to the tasks in school</li> <li>● To uphold the ethos of our school</li> </ul>	<ul style="list-style-type: none"> <li>● An interest in professional self-development</li> <li>● A willingness to contribute to the wider life of the school</li> </ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"> <li>● Fit and able to carry out duties</li> <li>● Ability to work at high levels with appropriate equipment</li> <li>● Ability to deal with some manual handling</li> </ul>	

