



Barnes Infant Academy  
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Headteacher: Mrs J A Belshaw

### **CARETAKER / SITE MANAGER**

Points 7 – 11 (£19,554 – £21,166)

37 hours Monday to Friday (split shift 7.30-11.00 and 2.00-6.00; 2.30- 6.00 on a Friday pm)

Previous applicants need not reapply.

The Governors and Headteacher of Barnes Infant Academy are seeking to appoint a skilled, hard working, flexible and conscientious person to join our school team as Caretaker / Site Manager.

We require an individual who has high standards, is able to show initiative and take pride in their work. The person appointed will play a vital role in ensuring a clean, safe, secure and well-maintained environment for children, staff and visitors.

Duties will include:

- Opening and closing the school each day and carrying out security checks.
- Maintenance of the premises and grounds to a high standard, including cleaning duties, repairs, DIY type work, painting & decorating and keeping outdoor areas tidy and safe.
- Ensuring all statutory regulations related to health and safety, fire safety, Asbestos, Legionella etc are met
- Liaising with external providers and contractors, to ensure maintenance & repairs are addressed in a timely manner, and to make sure that heating, plumbing, electrical and lighting systems are fully functioning.

Barnes Infant Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The above post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.

Visits to the school are warmly welcomed and will be available on Thursday 12<sup>th</sup> March 4.00pm and Tuesday 17<sup>th</sup> March 2020 at 11:00am. Please e-mail the Academy Business Manager using the school office-mail or telephone to confirm attendance.

An application pack may be obtained from the school office by telephoning (0191) 5251203 or emailing [office@barnesinfantacademy.org.uk](mailto:office@barnesinfantacademy.org.uk).

**Closing date:** Friday 20<sup>th</sup> March 2020 (12:00 noon)

**Shortlisting:** Friday 20<sup>th</sup> March 2020 (PM)

**Interviews:** Friday 27<sup>th</sup> March 2020



## Job Description

<b>Job Title:</b>	Caretaker / Site Manager
<b>Pay Scale:</b>	Points 7 – 11 (£19,554 – £21,166)
<b>Working Hours:</b>	37 hours This is a permanent post. 52 weeks, 37 Hours per week, Monday–Friday. A split shift is worked (7.30-11.00 and 2.00-6.00; 2.30 start on a Friday PM).
<b>Purpose of Job:</b>	

To provide a safe, secure and clean environment for staff, children and visitors. To ensure that the site, grounds and building are secure well-maintained.

### **Principle Responsibilities**

- To be responsible for the effective management, maintenance and security of the school site and grounds
- To be responsible for the health & safety of the site
- To be designated key holder for the school premises and first point of contact to undertake call-out duties.
- To undertake repairs, DIY and painting projects
- To ensure a clean, tidy and well maintained school environment
- To undertake relevant record keeping associated with site management
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

### **Main Duties**

#### Premises Management

- To maintain and develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping as necessary and advise on a rolling programme of redecoration/refurbishment
- To provide updates, as required, to Trust Board meetings
- To manage and oversee maintenance contracts and improvement works as required, ensuring as is reasonably practicable, the health and safety provisions and procedures affecting sub-contractors are adhered to
- To obtain written quotations ensuring best value is achieved when necessary
- In conjunction with the Academy Business Manager / Headteacher to monitor building related budgets
- To be responsible for ensuring necessary paperwork/documentation is completed accurately and kept in accordance with regulations and as directed by the Headteacher
- To ensure that statutory health and safety procedures and checks are undertaken regularly and comply with current legislation
- To ensure all duties are carried out in compliance with the Health & Safety at Work Act, and the Academy's health and safety policy, procedures and codes of practice
- To line manage premises support staff as required

## Health and Safety

- To act as Fire Warden and take responsibility for management of Fire Safety, including management of the fire risk assessment, undertaking weekly/termly tests and drills, arranging annual checks on fire fighting equipment/alarms and completing the necessary paperwork
- To be responsible for tasks associated with water hygiene management, including management of the water hygiene/legionella risk assessment, undertaking regular flushing out activities, completing the necessary paperwork and supporting arrangements for water testing visits
- To act as Site Asbestos Monitoring Officer (SAMO), which involves undertaking relevant training, being responsible for the holding of the Premises Asbestos Register, ensuring contractors are aware of asbestos related issues and undertaking periodic checks on the condition of asbestos containing materials and reporting asbestos related issues
- Control, monitoring, ordering and safe storage (COSHH) of cleaning materials and supplies used, including maintaining the COSHH inventory and ensuring COSHH assessments are in place for all substances as required
- To undertake, document and review premises related risk assessments as required
- To undertake daily premises inspections, taking actions to prevent accidents and recording the findings as appropriate
- To ensure that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways and that working at height regulations are adhered to
- To ensure that all internal and external areas are free from hazards and that all drains and gullies are free flowing and clean
- To ensure that all equipment and machinery used by caretaking staff is in a safe working condition and properly stored when not in use, and subsequently arranging maintenance/checks on equipment as appropriate
- To take active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly reported/rectified, including undertaking and/or arranging repair and maintenance as appropriate to satisfy health and safety and hygiene requirements
- To ensure annual portable appliance testing (PAT) is undertaken and safely dispose of damaged electrical equipment as required
- To ensure that all waste materials are disposed of in accordance policies and procedures
- To maintain a clean and effective boiler area, including the safe storage and delivery of fuels

## Security

- To be responsible for the security of the building and its contents including patrolling, the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems are activated accordingly
- To request unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Headteacher and the police where necessary
- To undertake responsibility of key holder for the site: including being a point of contact to undertake associated call out duties, if available. This for example will include initial response to fire and intruder alarms and take necessary emergency measures to ensure the site is secure.
- To carry out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage
- To arrange annual maintenance checks on security systems
- To undertake weekend security checks when required
- To monitor, report and advise Academy Business Manager / Headteacher on all security matters

## General Maintenance, Cleaning and Repair

- To undertake daily monitoring of the cleanliness of the building and site
- To undertake cleaning of designated areas and undertake emergency cleaning of other areas as necessary, including the disinfections of designated toilets and cleaning of halls
- Clean internal windows and blinds on a rolling programme.

- To work with and in co-operation with cleaning staff and contractors during the school holidays to undertake 'deep' cleaning of site, for example stripping and varnishing designated floors, cleaning of inside windows and all ground floor external windows and associated paintwork
- To be responsible for the maintenance of all granwood floors, including the application of floor seals where not covered by contract cleaning
- To ensure the school hall floors are kept clean and polished
- To ensure the premises are kept clean and tidy and conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets are clean and re-supplied where necessary
- To undertake cleaning of all light fittings and diffusers and blinds where necessary, using appropriate climbing equipment and ensuring the correct safe disposal of all florescent light tubes where required
- Exercising judgment in assessing and carrying out minor repairs
- To undertake day to day minor repairs, general handyperson tasks, paintwork and maintenance within the building (basic plumbing, repairs to fixtures and fittings, plasterwork and joinery etc) or around the school site, as required.
- To clear up bodily fluids after accidents adhering to health and safety procedures

#### Grounds Maintenance

- To ensure that external litter bins are emptied daily and that the site is kept clear of litter and animal excrement
- To undertake weeding of paths, paved areas and gutters etc as required
- To clear snow and grit essential paths as required
- To ensure that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean. Reporting any blockages to the Headteacher / Academy Business Manager
- To undertake gardening related duties as and when required
- To ensure indoor and outdoor plants are adequately watered

#### Heating Systems

- To report any failure of the heating plant promptly to the Headteacher / Academy Business Manager and ensure that the proper emergency procedures are initiated to provide heating for the site where required
- To take readings of electricity, gas and water meters as required and report any abnormal consumption to the Headteacher/Academy Business Manager
- To arrange servicing/maintenance checks/visits as required and record visits/findings
- To set and monitor school heating and hot water systems
- To undertake weekend boiler checks as required

#### Other Duties

- Portage of goods and materials and movement of furniture and equipment as required
- Accepting delivery of goods and materials for distribution
- Ensuring that the premises / site is available for out of school activities/completion of works on evenings and at weekends, including the setting up of equipment and / or furniture as required and securing the premises after use
- Undertaking reasonable tasks as required by the Academy Business Manager/Headteacher in relation to the building and site
- To support setting up for meetings/assemblies/events, including operating retractable seating
- To support any premises related training programmes as required, including acting as mentor

This Job Description is not exhaustive. The Post Holder could be required to take on other duties and responsibilities linked to the post of Caretaker / Site Manager and commensurate with the role and grade.

The Post Holder should be able to present him/herself as a role model for pupils in speech, dress behaviour and attitude, and should act in a professional and courteous manner at all times with staff, pupils, parents and visitors.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with. Safeguarding training will be provided.

The post holder must carry out their duties with full regard to other policies including Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.

The Post holder must act in compliance with data protection principles in respecting the privacy of information related to pupils and to the Academy in general.

The post holder must comply with the Academy's Health and safety rules and regulations and with Health and Safety legislation.



## Person Specification

**Job Title:** Caretaker / Site Manager

Category	Essential	Desirable	Assessment Method
Application	<ul style="list-style-type: none"> <li>Fully supported by references</li> </ul>		References
Education & Qualifications	<ul style="list-style-type: none"> <li>Possess sufficient numeracy and literacy skills to be able to carry out the role effectively.</li> <li>Willingness to undertake induction training</li> <li>Willingness to participate in ongoing training.</li> <li>Some knowledge and awareness of Health and Safety regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant training / qualifications linked to premises management and H&amp;S (IOSH / NEBOSH)</li> </ul>	Application Form / Interview
Skills / Abilities	<ul style="list-style-type: none"> <li>Handy person or DIY experience</li> <li>Able to carry out minor repairs/upgrades.</li> <li>Good practical skills</li> <li>Relevant work experience</li> <li>Ability to work as part of a team</li> <li>Good communication skills, written &amp; verbal, and ability to liaise with staff</li> <li>Able to demonstrate initiative in suggestions for improving the school site &amp; building</li> <li>Ability to work to deadlines</li> <li>Ability to undertake general building maintenance</li> <li>Ability to lift and carry heavy items</li> <li>Ability to demonstrate a practical approach to problem solving</li> <li>Ability to work in accordance with the school's health and safety policies</li> </ul>	<ul style="list-style-type: none"> <li>Ability to organise and manage ongoing work programmes</li> </ul>	Application Form / Interview
Knowledge	<ul style="list-style-type: none"> <li>Understanding water hygiene, asbestos and fire warden/safety etc.</li> <li>Working knowledge of health and safety procedures and regulations, e.g. COSHH</li> </ul>	<ul style="list-style-type: none"> <li>Caretaking or site manager in a school or similar environment.</li> <li>Use of commercial cleaning equipment</li> <li>Time served tradesman.</li> <li>Knowledge of security systems, alarms, etc.</li> </ul>	Application Form / Interview

		<ul style="list-style-type: none"> <li>• Experience of cleaning a building or site</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>• Flexible and adaptable</li> <li>• Well organised</li> <li>• Team player</li> <li>• Punctual &amp; reliable</li> <li>• Motivated</li> <li>• Positive outlook</li> <li>• Initiative</li> <li>• Enthusiastic and committed</li> </ul>		Application Form / Interview