# Job description

**Job title:** **Caretaker / Handyperson**
**Job ref:** **XS 1.3**
**School:**
**Grade:** **XS 1.3a Dorset Grade 6 / XS 1.3b Dorset Grade 5 / XS 1.3c Dorset Grade 5 / XS 1.3d Dorset Grade 4**
**Reports to:** **Site Manager / Bursar / Headteacher or other nominated member of staff**

**Main Job Purpose**

To carry out a full range of duties to provide for general security and maintenance of the school premises, to include handyperson activities and supervision of Cleaning Supervisor/school cleaning staff.

This will be conducted under the general supervision of the Headteacher or nominated representative.

**Main Responsibilities and Duties**

1. As the main keyholder to be responsible for the security of the school premises, to assist the Headteacher in making any arrangements to cover periods of absence of other keyholders.
2. To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
3. To arrange regular system checks (eg fire alarm, emergency lights, Legionella testing using Zeta Mobile app), PAT testing and checking fire extinguishers, and report on any problems arising.
4. To identify and report building, furnishing or fittings deficiencies to the Headteacher and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
5. To undertake a range of handyperson duties as directed by the Headteacher to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, fitting shelves or notice boards.
6. To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
7. To take delivery of stores, goods and equipment and arrange storage or distribution as required.
8. To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently, and meter readings are provided as necessary.
11. To clean defined areas of the school premises, together with any emergency cleaning needs.
12. To make arrangements as authorised by the Headteacher for the purchase of any cleaning equipment and materials which may be required.
13. To exercise responsibility for the supervision and deployment of cleaning staff employed by the school, including the monitoring of cleaning standards and advising on the correct use of equipment and materials.
14. To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
15. To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.

16. To set out/put away furniture for school events, and undertake general porterage as required by the Headteacher.
17. To make appropriate arrangements for the collection of school waste.
18. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

**Knowledge and Skills**
Previous knowledge and experience of relevant health and safety procedures, operation of cleaning equipment and cleansing agents and DIY skills is required. Confident in the use of IT (MS Outlook and general MS Office applications) for efficient and effective performance of the role.

NVQ Level 3 or equivalent is desirable or the willingness to undertake training.

**Supervision and Management**
The postholder will often be required to work without direct supervision.

**Management and Supervision of Others**
- XS1.3a - There is a requirement to supervise other staff (including PDR's)
- XS1.3b - There is no management or supervisory responsibility
- XS1.3c - There is a requirement to supervise other staff (including PDR's)
- XS1.3d - There is no management or supervisory responsibility

**Problem Solving and Creativity**
Identification of health and safety hazards throughout the school premises.

**Key Contacts and Relationships**
Daily contact with the Headteacher (or other nominated supervisor) and cleaning staff. General contact with other school staff, students, contractors/suppliers.

**Decision Making**
1. Any action to be taken arising for equipment and machinery breakdowns, vandalism or other incidents occurring out of school hours or during school holidays, consulting with the Headteacher as appropriate.
2. The postholder will need to deploy staff to meet specific work requirements and to cover staff absences.
3. Obtaining quotes for repair jobs and arranging emergency repairs, as necessary. Supervisory decisions regarding the deployment and monitoring of cleaning staff.

**Resources**
Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required. Training will be arranged, as necessary.

**Working Environment**
1. Size of school/number of classrooms. Control of allocated budget for cleaning and/or repair materials. Supervision of Cleaning Supervisor and cleaning staff.
2. In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.
3. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.
4. Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

# Job description

| **Approval** | | | |
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| Prepared by | Chris Matthews | Date | October 2006 |
| Designation | Pay and Reward Manager | | |

Dorset Council

