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**JOB DESCRIPTION**

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| **Job Description: Senior Caretaker**  **Reporting To: School Business Manager Pay Scale: Scp 6**  **Job Purpose:**  To manage the day-to-day delivery of caretaking and site maintenance services, ensuring that the school premises and associated facilities are available for both educational and allied usage and kept to a clean, secure safe and well-maintained standard. |
| **Key Responsibilities:** |
| * Organising periodic replacement of consumable materials and spares including items of Personal Protective Equipment (PPE) and retention of accurate inventories. * Daily monitoring of the site litter, waste product management and recycling. * Safe storage and cleanliness of daily “in use “equipment such as tools, ladders and lifting equipment and consumable spares such as light bulbs, door and toilet furniture and the premises used for storage purposes. Maintenance of a COSHH Register for all substances used by the cleaning team. (Where this is part of an SLA, regular checks of COSHH data sheets is required.) * Ensure efficient and economic use of energy through regular monitoring of boiler use, building temperature, internal and external lighting levels and daily water consumption and recommending changes to procedure and practice where appropriate. * Ensure that all supplies and equipment requested by staff are received, securely storage and dispatched in a priority order. * Ensure that all tasks including proactive, reactive, and scheduled repair and maintenance works are carried out to ensure the optimal performance of the educational spaces. * Reporting of deficiencies and maintenance defects on buildings, site infrastructure and equipment to budget holders. * Carry out site audits if required. * Assist in the development and maintenance of an electronic Premises Management System. (Sypro) * Assist other sites if and when required. * Work within the trust and schools’ policies and procedures and uphold the organisation’s vision. |
| **Specific:** |
| **Cooperation**   * Create and maintain effective working relationships and practices with the cleaning staff (incl. staff employed through LA or agencies) * Point of contract to resolve rotational issues. * Effectively liaise with the school business manager to provide an immediate response to premises related issues. * Manage all administrative tasks (appropriate to the grading of the post.) * Carrying out key holder responsibilities and working shift rotas when required to cover. * Undertake emergency/out of hour’s callout on an ad-hoc basis.   **Health and Safety**   * Maintain a safe working environment through good Health and Safety practice such as manual handling, provision and use of equipment, training /supervision and implementation of Safe Systems of Work. * Review and maintain a record of Risk Assessments and Method Statements prior to any contractor working on site. * Maintain current records relating to daily occurrences, minor in house repairs and maintenance records for plant, machinery, and all work equipment where necessary arranging service visits and repairs/renewals. * Carry out Water, Fire, Asbestos and Site Security checks as required to ensure the site is compliant to current policies and legislation. * Ensure full compliance with statutory obligations. * Report to the Head Teacher all H&S matters. * Record all staff, visitor and contractor accidents and incidents. * Proactively report and eliminate hazards and ear misses. |
| **The key competencies and behaviours commensurate with this post are identified overleaf.** |
| **General Information:**   * The job description is not intended to be a complete list of duties and responsibilities, but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties appropriate to the remit. * The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. * The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others. * The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. * Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely. |

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**Ethical Leadership Qualities**

**Competencies and Behaviours**

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| **Competency** | **We do this by** |
| **Trust** | * Being reliable, consistent, credible, honest, humble, courageous and kind. * Managing emotions and helping others to manage their emotions. * Keeping promises and doing what you say you will do * Having a genuine interest in others |
| **Wisdom** | * Developing knowledge and real expertise, then sharing knowledge * Learning from mistakes and failures and admitting when we are wrong * Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. * Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective. |
| **Kindness** | * Being kind, humble and authentic * Leading with compassion and care, listening and seeing beyond the job role to the person * Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others. |
| **Justice** | * Doing what is right, rather than what is popular or easy. * Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. * Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. * Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment. |
| **Service** | * Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour * Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. * Removing barriers and blockers to enable others to do their jobs well * Leaving our egos at the door and putting ourselves in the service of others. * Channel ambition into our schools, not ourselves, and developing our successors |
| **Courage** | * Looking in the mirror when something goes wrong. * Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. * Give the whole truth, the back-story and the why. |
| **Optimism** | * Believing in our own ability, and the ability of others, to do what is right to change the world for the better. * Calling out negativity and cynicism * Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success. |
| **Vision** | * Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. * Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. * Believing in the potential of others; helping them be the best they can be. * Quickly taking in new information and translating that into recommendations, decisions, plans and projects. |