Bay Education Trust

JOB DESCRIPTION: Maintenance Caretaker

Responsible to: Site Manager

Purpose of Job: To contribute to the smooth running of the Trust by carrying out a range of maintenance duties and other caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including porterage, cleaning and maintenance.

Grade D: Point Range 14-17

Hours per week: 20 hours per week/All Year Round

Holiday Entitlement: 25 days per annum

5 days accrued over a 5 year period to a maximum of 30 days plus 1 extra day after 10 years' service

Duties & Responsibilities:

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

Maintenance:

- Carrying out first Site repairs and maintenance which are not beyond the scope and capability of the postholder including:

- plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, pipe runs, fittings or replacing washer etc;

- redecoration as appropriate;

- plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;

- fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;

- glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs

to large window panes, where appropriate, or double glazed units or windows at a high level.

- Carpentry work such as repairs to doors, shelves, woodwork, window frames.

- Constructional work relating to refurbishment.

- Drawing the attention of the Site Manager to any repairs or maintenance work required at the premises, which is beyond the competence of the postholder.

Caretaking:

- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Site manager.

- To undertake regular checks for damage/vandalism and repair as necessary

- Report damage/vandalism to Site Manager

- To undertake weekly safety checks and cleaning as required of the Academy minibuses

- To be responsible for preventative planned maintenance(PPM) in respect of buildings etc. and ensure repairs are carried out satisfactorily

- Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean.

- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching , goods, materials etc.

- Operating the heating plant so that required temperatures are maintained in the premises and an adequate supply of hot water is available.

- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

- Undertaking spot cleaning of allocated area(s) and secondary cleaning.

- Power wash areas as directed by Site Manager or Deputy Site Manager

- To arrange access for, liaise with contractors.

- To undertake emergency cleaning of graffiti, spillages or body fluids.

Lettings:

- Effectively manage and oversee activities relating to lettings and all other site services in accordance with the schools practices and procedures.

- To maintain programme of use of premises after hours and ensure most efficient use of site.

- To make sure the member of staff on duty for out of hour knows what is expected of them on each particular day.

Security and Supervision:

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. In the absence of the Site Manager, due to leave or pre-arranged absence.

- Provide access, where possible, to the premises and classrooms in the event of emergency situations or unexpected poor weather.

- To undertake the opening and closing of buildings at the appropriate times.

- To be responsible for the security of the designated site or buildings and its contents

- To operate and respond to alarm systems where appropriate

Other duties:

- To utilise the electronic reporting system in use at school in order to prioritise and action jobs and respond appropriately.

- Setting out rooms, hall and gym etc, as required for the smooth operation of the school.

- Supporting other caretaking/maintenance staff as required by colleagues or Site manager.

- Preparing the school premises and site for out of school activities.

- Advising the Site Manager or authorised representative of hours worked.

- Alteration of room use as required by the school.

General:

- At all times carry out the duties in accordance with school-based policies and Health and Safety procedures.

- To attend meetings as required.

- To complete forms and documentation as required.

- To undergo training as required.

- To wear any clothing provided by the employer for use during work time.

- Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Head, Operations Officer, Site Manager and Board.

    - The duties may be varied by the Head, Operations Officer, Site Manager and Board to meet changed circumstances in a manner compatible with the post held.

PERSON SPECIFICATION

To have responsibility for the efficient maintenance, cleaning, security and general caretaking duties of the Trust sites.

Essential Qualities:

- Good communication skills
- Work as part of a team
- Flexible approach to work
- Good Maintenance skills
- Sense of humour
- Able to plan own work time, in particular maintenance projects

Desirable Qualities:

- Relevant trade skill e.g. carpentry, painting and decorating, general maintenance
- Previous caretaking
- Knowledge of Health & Safety

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