

## BURY COUNCIL

### JOB DESCRIPTION

<b>Post Title:</b> Caretaker	
<b>Department:</b> Education	<b>Establishment/Post No:</b>
<b>Division/Section:</b> Caretaking and Cleaning	<b>Post Grade:</b> Grade 6
<b>Location:</b> Elton High School	<b>Post Hours:</b> 30 hours per week, all year round
<b>Special Conditions of Service:</b> Key holding duties apply Where a uniform and identification is provided this must be worn. Protective clothing including rubber gloves must be worn when required to comply with Health and Safety Regulations.	
<b>Purpose and Objectives of Post:</b> To undertake duties under the supervision of Site Manager & Cleaning Supervisor/Coordinator to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.	
<b>Accountable to:</b>	Headteacher School Governors or Site Manager School Business Manager
<b>Immediately Responsible to:</b> As above	
<b>Relationships:</b> <b>Internal:</b> Headteachers Governors Teachers All Environment and Development Services employees and other employees of the Authority	<b>External:</b> Members of the public Pupils Parents
<b>Control of Resources:</b> Personnel: None Financial: None Equipment/Materials: Safe use of equipment and cleaning materials Health & Safety: Duty of care to self and others	

## **Duties/Responsibilities:**

The caretaker will have responsibility for the care and maintenance of the premises, undertaking such tasks as senior management may reasonably require. Attending training courses and accept a reasonable amount of overtime as and when required

Duties and responsibilities will include:

### **1 Site and Premises Security**

- Checking and operating security, alarm and surveillance systems, resetting alarms, reporting faults and operating security procedures.
- Monitoring fire fighting and alarm equipment and undertaking procedures relating to this responsibility.
- Responding, as an approved key holder, to emergencies.
- Changing locks and getting keys cut.
- Monitoring school property.

### **2 Cleaning**

- The cleaning of the premises and site (except certain areas at school mealtimes) including litter and graffiti removal.
- Ordering appropriate materials and equipment within the school's budget.
- Completing a yearly stock take of materials and equipment.
- To plan the deep clean of the premises during school closures.
- Organising and supervising cleaning staff.
- Training new cleaners in cleaning methods and correct use of equipment.

### **3 Heating and Lighting**

- Operating and monitoring the schools heating system.
- Maintaining the lighting facilities in the premises and site, replacing light bulbs cleaning shades and similar items as appropriate.

### **4 Maintenance**

- General maintenance up to the level of skill, ability, experience or training.
- Ensuring that security procedures for contractors etc. coming on site are followed.
- Sprinkling rock salt on hard surfaces to maintain safe passage during adverse weather conditions.
- Regularly monitoring and reporting on the state of repair of the site.
- Dealing with outside contractors, procuring quotations, when required, and monitoring their work on site for progress and health and safety compliance.
- Signing clearance documents, when appropriate.

### **5 Porterage**

- Undertaking general porterage such as moving goods being delivered and items being removed from the premises.
- Moving items within the premises as appropriate and as requested by senior managers.

### **6 Lettings**

- Monitoring lessees and other external users of the site to ensure safe and appropriate use.
- Monitoring the site to ensure that the premises are secure.
- Carrying out general maintenance tasks whilst letting in progress.

## **7 Health and Safety**

- Following health and safety procedures as established by the school and required by legislation e.g. COSHH.
- Reporting on problems relating to the safe use of the site and premises and taking emergency action when appropriate.

## **8 Administration**

- Ensuring that all paperwork associated with the work of the caretaker is accurately completed.
- Investigate complaints, report and complete appropriate paperwork relating to accidents when required.
- Draw up repair and maintenance programmes.

## **9 Liaison with contractors repairs and maintenance**

- Effective liaison with School Business Manager/Site Manager should be maintained ensuring that they are kept informed of relevant information of repairs and maintenance.

### **Working Week:**

The working week for routine tasks exclusive of emergencies is normally one of 30 hours on an alternating shift dependent on school/establishment requirements. However, it may be necessary to rearrange these hours in individual cases in order to meet the needs of the particular establishment.

Shifts will usually be early morning from 5.30 am or evening up to 9.00 pm. Weekend shifts may also be required.

Payment at the approved overtime rate including where appropriate supplement for working during 'unsocial hours' will be made for work required in connection with any use of the premises for educational purposes or for the letting of the premises which commences after normal finishing time on weekdays and between normal finishing time on Friday and midnight on Sunday.

With the exception of emergencies, including the prevention of frost damage, overtime payment will not be made unless the attendance is approved by the Head.

### **Safeguarding:**

As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

### **Equality Diversity and Inclusion:**

Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality-related policies/procedures, and to treat others with fairness and respect.

### **Health and Safety:**

The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

**Health and Wellbeing:**

As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.

(See paragraph 203 of supplemental Conditions of Service).