

WARWICKSHIRE COUNTY COUNCIL

PAY AND CONDITIONS REVIEW PROJECT 2006/07

ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: SENIOR SCHOOL CARETAKER –
(maintenance, staff management or
budget responsibility)

POST LEVEL: Band E, scp 4-6

BROAD DESCRIPTION:

Works under broad direction and laid down procedures. Responsible for managing caretaking services to all buildings forming the school site, ensuring a safe and secure environment.

Has responsibility for undertaking minor or temporary maintenance and repairs.

Manages school caretaking/premises staff or holds budgetary responsibility.

Responsible to the Headteacher or nominated representative for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site as necessary.

Responsibility for others: The post has some impact on the well-being of individuals or groups (i.e physical, mental, social, health and safety).

Responsibility for physical resources: The post has considerable responsibility for cleaning, maintenance and repair of a range of equipment or buildings and / or responsibility for security of buildings.

TO SATISFY THE REQUIREMENTS FOR BAND E, THE POST MUST MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:

Responsibility for staff: The post has direct responsibility for a team of employees, including recruitment, work allocation and performance management

Responsibility for budget: The post has some direct responsibility for financial resources, including placing orders, verifying invoices and monitoring expenditure against a specific budget.

TYPICAL TASKS

Security:

Carry out security procedures for the school buildings and grounds

Routine and non routine opening and closing and security of premises and grounds

Take action to prevent trespass on the premises

Ensure unauthorised parking of vehicles does not occur

Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours.

Cleaning:

Ensure the premises and furnishings are cleaned in accordance with the school's/authority's standards, including supervising, organising and appraisal of work of cleaning staff

Carry out regular cleaning inspection and maintaining log sheet

Ensure floors are stripped and retreated at appropriate intervals

Order cleaning materials and equipment
Maintain time book, fill in claims forms etc

Maintenance:

Ensure that site is maintained and fit for purpose
Carry out minor maintenance work and repairs.
Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff.
Check for and report damage as appropriate
Direct contractors to sites of repair and maintenance work
Inspect work of contractors where satisfaction note required
Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available
Carry out frost precaution procedures
Carry out procedures in event of fire, flood, breaking and entering, accident or major damage
Provide emergency access in the event of snow or minor flooding or similar emergency situations
Ensure playing areas and paths are free from litter
Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary
Ensure that caretaking and cleaning equipment is in a safe and working condition
Undertake occasional painting (of doors/small areas etc)

Stock:

Receive delivery of stock, materials etc, ensuring appropriate storage.
Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders as necessary

Lettings:

Prepare for after-school activities and ensure accommodation is prepared for normal school use
Undertake school lettings in accordance with the lettings procedures

Other:

Moving equipment and resources as required
Marking sports pitches (where appropriate)
Check fire alarm systems
Assist Headteacher (or nominated representative) in undertaking risk assessments

Staff management / financial responsibility: as referred to above

QUALIFICATIONS/TRAINING AND LIKELY ABILITIES

Be aware of and understand the Authority's regulation, e.g. H&SAW and COSHH guidelines
Literacy skills to complete forms and orders, write instructions, understand and follow health and safety and COSHH instructions
Numeracy skills to check goods, check invoices, carry out stock control, undertake calculations , monitor and account for expenditure against a budget
Able to carry out procedures, routines and follow instructions
Able to plan short term
Able to operate cleaning equipment, machinery and tools and undertake basic maintenance
Have minor maintenance skills (eg plumbing, electrical, glazing, woodwork) to make safe.
Understand basic administrative systems (lettings, time book, maintenance hotline, ordering)
Understand and be familiar with the layout and organisation of the school and its site.
Have staff management skills and be able to manage a small team
Able to take initiative and be proactive
Can solve straightforward problems, respond to unforeseen circumstances (e.g. hazards, accidents etc)
Previous experience in caretaking or related field