



Notting Hill & Ealing High School

JOB DESCRIPTION

Role	Senior Caretaker
Job Purpose	<p>To help deliver the School's aims and objectives by ensuring the provision of an efficient and effective site and facilities service, and a safe, pleasant environment for staff students and visitors which supports teaching and learning.</p> <p>Working under the direction of the Premises Manager to take responsibility for the maintenance of the fabric, fixtures and facilities of all the School's properties and grounds. To maintain exemplary and consistent standards of maintenance and presentation and the provision of a first class facilities service.</p> <p>Whilst the Premises Manager has line management responsibility for the Estates Team, the Senior Caretaker will have operational and supervisory responsibility for them on day to day matters. The Senior Caretaker will ensure that all tasks are completed to the required standard and in a timely fashion. The current Estates team includes the Premises Manager, Senior Caretaker (vacancy), 3 x Caretakers.</p>
Accountable to:	Premises Manager
Accountabilities	<p>Responsibilities:</p> <p>Site security</p> <ul style="list-style-type: none"> • In accordance with School requirements and protocols, open-up and/or secure school premises outside school hours as required. • Supervise and undertake testing of all school alarm and surveillance equipment and systems as required and ensure completed reports are filed and the Premises Manager informed on any anomalies. • Ensure that all points of entry, all entry control systems, locks and catches to external doors and windows to ensure in good working order and undertake maintenance as necessary, reporting back to the Premises Manager with a remedial plan if required. • Adhere to and monitor all systems for the recording of keys and entry codes used throughout school premises. • Report breach and maintain security breach records in conjunction

with the Premises Manager.

Premises, plant & equipment

- Supervise and undertake maintenance to all school premises and grounds in accordance with agreed programmes of planned maintenance, and emergency repairs as necessary.
- Supervise and undertake regular inspection and planned maintenance to all plant and equipment for which responsible to ensure it is operational and maintained in a safe working condition in accordance with specified programme as instructed by the Premises Manager
- Supervise and carry out repairs and maintenance to furniture, equipment and the fabric of the building within what could be considered the capabilities of a competent tradesperson. Liaise with the Premises Manager regarding repairs beyond the capability of the Estates Team.
- Monitor, inspect and undertake minor servicing and repairs to all systems for heating, lighting, water, drainage and other Facilities, taking regular readings of all meters, and reacting promptly to failures or hazards.
- Report to the Premises Manager (and rectify where necessary) all instances where cleaning falls below standards and methods set out in the school's cleaning specification.
- Oversee and undertake cleaning duties as necessary when cleaning staff are not in attendance
- Oversee and undertake all external cleaning and clearing duties as necessary to ensure grounds, gardens, footpaths, site entrances, car parks, bin-stores, playgrounds, sports pitches, signage, drains (and other low-level gutters and gulleys) and other external areas remain clear of graffiti, litter, leaves and other rubbish to ensure the School is presented to the highest possible standard.
- Oversee and clear/grit external areas of snow and ice to allow safe passage for pupils, staff and visitors between school buildings and around the School site
- Supervise and undertake basic grounds and gardening work as necessary to maintain planted areas to the highest possible standard

Management and Teamwork

- To be proactive and take personal pride in ensuring that the appearance and smooth running of the school premises contribute to a positive image of the school, and direct others as appropriate to do so.
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the School.
- To participate positively in the implementation of new working

methods and practices as required.

- To undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required

Health and Safety

- To comply with all School and Trust Health & Safety policies and to take reasonable care for the health and safety of him/herself and anyone who may be affected by his/her actions.
- Ensure that the Estates Team undertake their duties whilst observing Health and Safety practices, including the proper use of PPE, following risk assessments and following working at height best practice.
- Carry out designated procedures in the event of fire, flood, breaking and entering, accident or major damage in accordance with school policy, reporting any required matters as necessary in accordance with such procedures.
- To act as a designated Fire Warden in the event of an evacuation
- To act as a key holder in the event of an alarm activation
- Maintain waste storage areas and equipment and deal with the disposal of waste in accordance with relevant statutory, environmental and sustainability requirements.
- If required, and qualified to do so, act as the school's Electrical Supervisor.
- Undertake, and report as necessary, tests of fire alarms and checks of fire exit routes and fire doors as instructed by the Premises Manager.
- To immediately clean up any hazard to pupils, staff or visitors (e.g. broken glass, spilled liquids on stairs, floors etc.)
- To report any issues affecting Health & Safety on site to the Health & Safety Co-Ordinator by the quickest possible means.
- If a qualified first aider, render emergency first aid to staff, pupils and visitors.
- To be a member of the School Health and Safety Committee and:
 - Represent the views of caretaking and cleaning staff in the absence of the Premises Manager.
 - Help prepare and circulate reports

Communications and marketing

- Ensure that the Estates' Team provide a courteous, friendly service to all stakeholders both internal and external. (e.g. pupils, parents, staff, contractors, GDST Estates Department, Governors, Parents' Association, etc.).
- Ensure high profile areas such as entrance halls and main circulation areas are cleaned and maintained to an excellent standard and liaise with the School's contract cleaner accordingly. To ensure that deliveries are distributed to the various locations in the school without undue delay, so that reception areas are kept

clear.

- Assist during, prior and after school functions or lettings, school/public relation events (e.g. open days, concerts, tours by visitors), ensuring that spaces are prepared as required and to ensure that the school is checked for tidiness, litter etc.
- To promote at all times to all school users values of sustainability, efficient use of energy and responsible approaches to waste minimisation and recycling.

Monitoring, evaluation & assessment

- Where Facilities are provided by an external contractor (e.g. cleaning, grounds maintenance), monitor standards against specification on a regular basis, reporting back to the Premises Manager as directed.
- Ensure all contractors are properly briefed on security and emergency procedures, the layout of the school site and buildings, and availability of facilities (refer to employment of contractors' Business Guideline)

Minibus – for approved drivers

- Day-to-day management and operation
- Ensure the vehicle is clean and tidy
- Conduct and record weekly user checks, maintain appropriate records and comply with all legal and Trust Requirements
- Train approved drivers to carry out weekly user checks and sign the authorisation sheet
- Ensure servicing and MOT inspections are conducted at the appropriate servicing intervals by the authorised dealership

General

- Oversee and undertake portorage of goods, furniture, equipment, cash and other items including errands on behalf of the school as necessary. Ensure that this service is conducted in the most efficient way possible.
- Oversee and carry out any other reasonable duties as required by the Premises Manager to cover the continuing operation of the School.
- Oversee and undertake the erection and dismantle, convey and store sports and performing arts equipment within level of competence as required.
- Oversee and perform basic maintenance of School road vehicles including cleaning and daily, weekly and pre-MOT checks.
- Drive the school minibus (licence allowing)
- Assist as required at the start and end of the school day with traffic management.

	<ul style="list-style-type: none"> • With another member of the support staff, to bank money for the finance department • To do local errands on behalf of the school • To supervise lettings as required by the Premises Manager • Referring to the daily weather reports and responding to the wishes of staff, to ensure that the school is properly heated by day-to-day control of the boilers and heating systems <p>Training & development of self and others</p> <ul style="list-style-type: none"> • Regularly review own practice, set personal development targets and take responsibility for own continuous professional development. • Ensure that training needs within the Facilities for which responsible are identified, appropriately met, and that all members of staff are active in their own personal and work-related development.
General requirements	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Contribute to the school’s programme of extra-curricular activities. • Support and contribute to the school’s responsibility for safeguarding students. • Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors • Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars. • Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

PERSON SPECIFICATION

Skills required

Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Basic IT skills, sufficient to maintain records send and receive messages e.g. working knowledge of Microsoft office Excel, Word, Outlook email (or prepared to train)	Essential
Physically fit and active	Essential
Handyperson skills (painting, general building repairs, carpentry, plumbing)	Essential
Ability to undertake and write risk assessments	Essential

Knowledge Base

Knowledge of relevant health and safety requirements	Essential
Knowledge of cleaning techniques and processes	Essential
Knowledge of security and emergency procedures	Essential
Understanding of safeguarding of children and young people	Essential
Knowledge of routine preventive maintenance	Essential

Qualifications/Attainment

Caretaking	NVQ level 2	Desirable
Plumbing	CITB, C&G, or NVQ Level 2	Desirable
Carpentry and joinery	CITB, C&G, or NVQ Level 2	Desirable
16th Edition IEE Wiring Regulations		Desirable
PAT Testing	C&G 2377-22 or equivalent	Desirable
Up to date First Aid at Work Qualification		Desirable

Experience

Experience of premises management, preferably in an education context	Desirable
Experience of supervising staff	Desirable
Experience of supervising contractors	Essential

Attitude/Approach

Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Reliable and flexible over working hours to meet the needs of the school	Essential
Professional outlook with high expectations of oneself, as well as of others	Desirable
Approachable and able to remain calm at all times	Essential
Ability to listen and make reasoned and informed judgements	Essential