

JOB TITLE:	Caretaker
SALARY RANGE:	Grade 4 (SCP 8-12)
HOURS:	37 per week
REPORTING TO:	Head of Campus/Premises Lead Officer

JOB PURPOSE

To open and close buildings as requested and ensure the security of the Campus. To provide general maintenance support on the Campus and prioritise all matters relating to health & safety. To deal with all matters in a confidential and sensitive manner.

Principal Accountabilities

Site Security

- To liaise with the Head of Campus and Premises Lead Officer on premises / buildings issues.
- To act as the main keyholder.
- To attend to the opening and closing of the building at designated times and when required outside of the normal school opening and closing times.
- To be responsible for the setting and disarming of alarms at designated times. There may be occasions due to emergencies to attend call outs at the weekend, bank holidays or during unsociable hours.
- To ensure site security by securing all external doors, windows and gates as required at appropriate / agreed times and repairing or securing internal or external damage.
- Carry out all reasonable and practical steps to prevent trespass.

Maintenance

- To undertake regular building / site inspections, reporting any defects and health and safety issues to the appropriate officer. To monitor the progress and take required action to

ensure these defects are rectified. To implement and follow the cyclical maintenance programme.

- To undertake routine repairs and maintenance in line with Repair/Maintenance schedule below.
- To oversee the efficient working of the heating plant and lighting systems and to undertake meter readings as and when required.
- To be responsible each morning before the start of the school day the daily removal of litter / glass debris from the school grounds and to ensure that all rubbish is collected and disposed of in the designated bins.
- In line with Council's Severe Weather Procedures – Policy and Guidance for Schools, ensure that paths, entrances and fire exit access points are free of snow and /or ice to ensure safe passage.
- Monitor and replenish stock within all toilet facilities on a daily basis.
- To clean and maintain their designated area, subject to a risk assessment, and to also attend to any cleaning tasks required throughout the working day as necessary.

Other Duties

- Liaise with onsite contractors as and when appropriate ensuring they are aware of the School Health and Safety Policy.
- Ensure that onsite contractors are made aware of the school's asbestos register. In compliance with health and safety legislation undertake reasonable manual handling duties, such as moving classroom furniture, equipment, etc.
- To liaise with the school's Cleaning Supervisor to replenish cleaning stock as and when required.
To attend appropriate meetings and undertake training as required.
- To report, via the Council's maintenance/repair request procedures, any repairs or defects as necessary.
- There may be a requirement to attend call outs on weekends and unsociable hours due to unplanned emergency situations. Other than an emergency call out, any weekend working or overtime will need to be planned and agreed with the Premises Lead Officer in advance.
- Any other reasonable duties as required by the Head of Campus and Premises Lead Officer.

Repair and Maintenance Schedule

- Replacement of toilet flush chains, sink and basin plugs.
- Fixing of loose woodscrews in furniture and fittings but not to the structure of the building.
- Repairing door handles but not their replacement.

- Replacing curtain tracks or blind brackets to internal vertical windows excluding hall or stage curtains.
- Replace / repair ceiling tiles in suspended grills, but not repairs to ceiling grills, subject to a risk assessment.
- Repair and replacement of toilet seats to the standard defined by Technical Services department.
- Replacement of tap washers to ½ inch size only.
- Repairs to door / window heads. Replacements should be correctly sized, bedded and fixed.
- Provision or repair to door / floor stops / cabin hooks.
- Repairs to cupboard hinges, handles or locks.
- To paint areas as required, subject to a risk assessment.
- Ensure that gullies and drains are free of all debris.
- Clean all outside glass using an extended pole for areas above shoulder height.
- Clean light shades and replace bulbs / tubes up, subject to a risk assessment.

This list is not exhaustive and there may be occasions that other reasonable repairs or maintenance will be requested by the Head of Campus or Premises Lead Officer.

Safeguarding:

Abertillery 3-16 Learning Community is committed to safeguarding and promoting the welfare of pupils and young people at all times. All staff are responsible for promoting and safeguarding the welfare of all pupils in accordance with the Learning Community's policy. The successful candidate will be required to undergo an Enhanced Check by the Disclosure and Barring Service (DBS).

	Selection Method		
	Essential /Desirable	Application Form	Interview/Selection Process
Qualifications / Relevant Experience			
Able to demonstrate experience of working in a premises environment undertaking a range of maintenance and security tasks	E	✓	
Relevant experience in general maintenance and/or health and safety working with contractors and suppliers	E	✓	✓
Working with a team and being flexible in working practices	E	✓	✓
Working with children and young adults and understanding safeguarding responsibilities	D	✓	✓
Able to drive a minibus with the category D1 Licence	D	✓	✓
Knowledge / Skills			
Knowledge of Health and Safety Law	E	✓	✓
NEBOSH	D	✓	
Basic plumbing/carpentry/gardening skills	E	✓	✓
Good literacy and Numeracy Skills	E	✓	
Special Requirements			
Full driving licence and access to own vehicle	E	✓	✓
Ability to be on call during evenings, weekends and Bank Holidays	E		✓
Willing to work split shifts and additional hours if necessary	E		✓
Personal Attributes			
Reliable and punctual	E	✓	✓
Proactive and able to use own initiative	E	✓	✓
Ability to work independently and prioritise workload	E		✓
Commitment to safeguarding and promoting the welfare of children and young people in the community	E		✓
Welsh language skills	D		✓