

Site Support Officer (Caretaker)

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work at Hobart High School, Loddon

Salary

Scale E
40 hours per week
All year round

Hours of Work

Shift pattern between 7.00am – 7.00pm
1 hour for lunch

Caretakers have a 24-hour responsibility for the security of the school premises on a rota basis.

Core Purpose

To ensure that the school premises, facilities and contents are safe, clean, ready for use and presented to a high standard at all times.

To have responsibility for site security.

Reporting Lines

Report to the Trust Chief Estates Manager

Key Responsibilities

- To be proactive in the carrying out, recording and supervising of contractors involved in routine, emergency and pre-planned maintenance programmes for the school premises and facilities.
- To be proactive in the implementation of all premises related Health and Safety procedures and to set a personal example.
- To work closely with other member of the site team, liaise with teaching staff, support staff, pupils, contractors, suppliers, visitors to the school and members of the public in order to facilitate the efficient running of the school and facilities.
- Keyholder responsibilities extend beyond regular working hours to cater for emergencies at any time day or night.
- To be responsible for security of the premises and its contents, including the operation of fire and burglar alarms, CCTV systems.
- To act as first point of contact for the cleaning contractor and monitor cleaning standards.
- To undertake keyholder responsibilities and be available to answer emergencies outside of regular working hours and pre-planned lettings.
- To take collaborative responsibility for all aspects of premises related work, but particularly: site security (locking and unlocking the premises, activating switching off intruder and fire alarms, emergency call outs, etc.) portage (setting out, moving and clearing away goods, equipment and furniture etc.); dealing with lost property; maintenance duties (minor repairs to property, fixtures, fittings and equipment etc.); maintenance of the grounds (clearance of drains and gullies, general tidying, removal of litter and other rubbish, salting and snow clearance, grass and hedge cutting and the maintenance of planted beds and borders etc.); obtaining or storing equipment/materials for teaching and other staff.
- To be responsible for any ad hoc cleaning to the inside of the school (if required outside of the contract cleaners working hours) and all external areas of the school, ensuring that at all times, all areas are presented to a high standard and to meet the operational needs of the school.
- To take responsibility for the duties associated with evening and weekend lettings on a rota basis, and to act as holiday and absence cover for other members of the site team
- To work closely and collaboratively with other members of the site team and the contractors cleaning supervisor to ensure that the buildings, facilities and equipment of the school are clean, ready for use and presented to a high standard at all times. Where necessary to undertake additional cleaning to ensure that standards are maintained.
- To ensure that all school policies and Health and Safety Regulations in respect of work activities, materials and equipment are promoted and compliance is achieved at all times and to set a personal example.
- To take collaborative responsibility for all routine, pre-planned and emergency maintenance and servicing of heating, ventilation and lighting systems and other plant and equipment to ensure that they are working properly.

- To liaise with specialist contractors on site in order to facilitate all routine, pre-planned and emergency maintenance to the premises, buildings and equipment as arranged by the Chief Estates Manager. To act as the site representative for external contractors, supervising their work and ensuring they adhere to all school policies and Health and Safety Regulations.
- To maintain and operate plant and equipment. This will include maintenance of the swimming pool and associated plant and equipment, for which formal training will be given.
- To use and monitor use of the school reporting system for building/equipment faults, ensuring that appropriate action is taken to remedy faults and that affected staff are kept informed of progress.
- To undertake practical maintenance, repair, improvement and decoration works to the buildings, facilities and equipment as required.
- To be fully aware of and comply with all school policies and Health and Safety Regulations and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
- To understand and work within all premises, facilities, plant and equipment related Health and Safety procedures and Regulations, ensuring that all work is carried out within these policies and Regulations.
- To carry out routine and periodic safety checks for the premises, facilities, plant and equipment. To keep records of such work and report any defects in a timely manner.
- To assist the Chief Estates Manager in the preparation, review and monitoring of premises, maintenance, security and cleaning management and development plans.
- To undertake administrative tasks connected with premises management and use school procedures and systems to keep appropriate records.
- To attend relevant training courses and actively seek to broaden knowledge and skills relevant to the responsibilities of the post.
- To adopt flexible working practices to ensure that the operational needs of the school are met.

- To carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> 5 GCSEs A*-C including English and Maths or equivalent. 	
Experience	<ul style="list-style-type: none"> Experience of undertaking a range of caretaking and cleaning duties Experience of security; locking up procedures and alarms Experience of working as a team Experience of keeping work records 	<ul style="list-style-type: none"> Experience in Maintenance and small works Experience in grounds maintenance Experience in pool maintenance Customer service experience Good experience in general administrative work. Good experience of maintaining computerised records and systems. Working in a school/college environment
Knowledge	<ul style="list-style-type: none"> Some knowledge of the main Health & Safety Regulations and good practices and how they apply in a school environment is desirable but the main criterion is willingness to work within these regulations and to learn. 	<ul style="list-style-type: none"> Knowledge of Child Protection and procedures
Skills and Personal Attributes	<ul style="list-style-type: none"> The ability to undertake a range of caretaking and cleaning duties The ability to work effectively and supportively as a member of the school team The ability to identify work priorities, whilst ensuring that lower priority work is kept up to date. The ability to act on own initiative and dealing with any unexpected problems that arise. Basic IT and organisational skills would be an advantage. The willingness to participate in further training and development opportunities offered by the school to further knowledge. The ability to remain calm, enthusiastic and have flexible approach to their work. A good appearance is essential. To build and maintain good interpersonal relationships with colleagues, children and the public. 	<ul style="list-style-type: none"> The ability for some heavy lifting The ability to use a range of power and hand tools to effect minor repairs Ability to operate a range of plant and equipment The ability to use a variety of grounds maintenance equipment The ability to mark out pitches and courts for football, tennis, netball, athletics and a variety of other sports The ability to maintain a swimming pool Demonstration of good inter-personal skills and project a positive image of the school The ability to maintain confidentiality on all school matters.
Equal Opportunities	<ul style="list-style-type: none"> A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity 	
Safeguarding	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	
Other Requirements	<ul style="list-style-type: none"> An understanding of data protection Ability to work flexibly and outside of normal working hours if required Full UK driving licence 	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.