



<b>Post Title:</b>	Care Taker
<b>Location</b>	St Mary's Catholic Primary Voluntary Academy, Grimsby
<b>Scale Point</b>	Band 3, 16 – 20 (£18,319-£19,819)
<b>REPORTS TO:</b>	Head Teacher

#### **PURPOSE OF JOB:**

Assist in providing site user access and security, undertakes basic maintenance and inspect and tests alarms.

Provide safe access for utility providers and contractors to ensure a secure working and learning environment.

#### **MAIN RESPONSIBILITIES**

Assists in providing safe and secure access to allocated site areas and undertakes inspection to facilitate education delivery, community use, specialist equipment service and repair, building maintenance, and utility or emergency services activity.

Ensures that allocated buildings and site facilities are secured and that furniture, materials and equipment are made available, stored and are safe and in good repair prior to and on completion of use.

Undertakes regular routine security and site inspections to identify any potential health and safety issues, respond to any security concerns, demonstrate a physical presence on site, remove any debris, record damage and enable repairs to be reported and undertaken.

Co-operates with contractors, utility companies and the emergency services to ensure all appropriate access arrangements and ensures compliance with procedures for the safe and secure conduct of their activities.

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Monitors, inspects and checks site facility services e.g. heating, water, electricity, gas, telecommunications and security to identify and highlight any areas of concern, or variance to inform the necessary intervention that ensures service objectives.

Undertakes emergency cleaning and basic maintenance to make safe, repair or maintain the fabric of the building, facilities or equipment.

Assists in ordering and arranging delivery and storage of materials and equipment.

Undertake routine grounds maintenance to ensure the upkeep of garden, grassed and amenity areas, equipment and site services.

Ensure compliance with service or maintenance schedules, performance is monitored and areas of concern are identified and reported. Undertake all necessary recording or reporting to ensure correct charging.

Assists in the management of site security equipment to ensure the site is continuously monitored, appropriate protocols observed and records maintained.

Monitors children's and young people's general conduct and behavior throughout the school and intervene to resolve routine issues using appropriate techniques and skills to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

For serious issues, where appropriated, advises children and young people of their responsibilities and the possible consequences of their actions. Engages immediate assistance from qualified colleagues and supports them to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

For very serious incidents engages immediate assistance from senior colleagues or in extreme cases the emergency services to provide an appropriate response to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

## **SUPERVISION/MANAGEMENT OF PEOPLE**

The postholder has direct supervisory responsibility for a small team of cleaners and will assist in the familiarisation of duties and site activities and protocols to other colleagues and visitors.

## **CREATIVITY AND INNOVATION**

The postholder works within established routines and practices but occasionally may be required to exercise limited judgement and innovation to achieve specific service objectives, respond to changed priorities or unplanned circumstances and user or contractor expectations.

## **CONTACTS AND RELATIONSHIPS**

Site Management: to receive information and instructions that have implications for service delivery, priorities, performance and areas of concern.

Other site users: to facilitate access and community use.

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Contractors, utility companies and the emergency services to facilitate access for routine maintenance and repair.

The post will involve occasional contact with all teaching and other support staff to determine priorities.

Routinely interacts with pupils/students to ensure and promote safe site use.

## **DECISIONS**

The postholder normally works within established routines and practices but can exercise judgement from limited range of known alternatives to achieve agreed objectives.

## **RESOURCES**

Responsible for the security and safekeeping of allocated buildings, site facilities, furniture, materials, gardens, grassed and amenity areas, equipment and site services. This would involve key holder responsibility which may be shared with other staff.

## **WORK ENVIRONMENT**

Work will be subject to occasional change to respond to variations and unforeseen circumstances with the expectation of achieving planned outcomes and user expectations.

Walking, bending, stretching lifting moving and handling furniture and equipment form a regular part of the job. Working in constrained areas will also be occasionally required.

The work is mainly undertaken indoors with regular significant periods of external activity. The post could also involve some exposure to disagreeable conditions.

Work includes undertaking security related duties that will involve interaction with staff, pupils, the public and the operation of plant and equipment.

## **KNOWLEDGE AND SKILLS**

Good understanding of the operational practices, working methods, quality standards, security issues, work schedules and priorities related to a full range of site facilities services.

Understanding of the relevant regulatory procedures and an awareness of the more complex issues impacting on site services.

Good understanding of the issues associated with Health and Safety and site security.

Basic building and grounds maintenance skills and the ability to undertake routine maintenance and repair or make safe in an emergency.

Understanding of order processing and stockholding procedures.

Ability to maintain appropriate records.

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Awareness of the learning activities undertaken and the ethos of the school.

Ability to use tact and demonstrate empathy and understanding with a range of site visitors, pupils, facility users and staff.

Ability to participate and contribute to continuous improvement and development of the service and facility.

#### **GENERAL**

**a) Other Duties** - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

**b) Equal Opportunities** - The postholder must carry out his / her duties with full regard to the Councils Equal Opportunities policy.

**c) Health and Safety** - The postholder must carry out his / her duties with full regard to the Departments Health and Safety Procedures.

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**Job Requirements: Essential (E) or Desirable (D).**

Literacy and numeracy sufficient to perform the tasks above. English and Maths GCSE grade c or above	E D
Basic D.I.Y. skills and able to carry out minor repairs to buildings and equipment.	E
Able to use own initiative, meet deadlines and make decisions in emergencies	E
Must be self-motivated and able to work on own initiative	E
Ability to prioritise and deal with multiple on-going work tasks	E
Ability to deal with other staff and pupils in a polite and courteous manner	E
Willing & able to deal with people from a variety of backgrounds & levels.	E
Willing & able to work outside normal hours, and be on call for emergencies.	E
Willing & able to attend training courses & obtain relevant certificates for the role	E
Willing & able to operate hand tools, cleaning machinery, etc. & carry small loads.	E
Training or experience, in at least one of the following: joinery, painting/decorating, plumbing, electrical, COSHEE, etc. procedures.	E
Work related topics/courses e.g. use of ladders, manual handling, use of cleaning products etc.	E
Experience in basic building/site maintenance and security.	E
Able to use larger equipment such as garden mowers, polishers, etc.	E
Able to use equipment such as small hand tools, drills, floor cleaners, etc.	E

This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure by the DBS. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. Employment is subject to the receipt of satisfactory references, proof of medical fitness and a probationary period of six months.

Local Government Conditions of Service apply and the post is Band 3 points 15 – 20 with a starting salary of £18,319 rising with annual increments to £19,819.

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