



Job Description and Person Specification Caretaker/Grounds Maintenance

Reporting to: School Business Manager / Premises Manager

Purpose:

To lock and alarm the school premises of an evening, and ensure the smooth management of school premises with regard to security, cleaning, maintenance, health and safety. To ensure that the school building is an ideal environment for pupils, staff and visitors.

Duties:

To lock and alarm both sites of an evening, ensuring all doors, windows and gates are secured.

To liaise with line manager and school services including external bought in providers, to provide a quality service ensuring site is safe and secure.

Assist in the protection of the School's property assets and support the School's brand values as expressed through the appearance of the grounds.

To ensure that all paths and external areas are clear from debris and maintained throughout the year (clear of leaves and ice and snow in the winter).

To ensure playgrounds are safe, grit during inclement weather.

To help manage the allotment on the school sites including plant propagation.

The safe use of pesticides and other treatments in line with COSHH regulations.

To develop new planting with a focus also on perennial borders and shrubberies over both school sites.

To repair and maintain external wooden planters, benches and tables.

To remove graffiti and ensure the grounds reflect the values of the school.

To review external signage to ensure they are clear and purposeful.

Regular maintenance and safe use of the gardening equipment and machinery.

Grass cutting and lawn care.

General portage duties including moving parcels and resources between sites. Movement of stationery and deliveries and assist with the moving of furniture.

To review and maintain fences/boundaries so that they are secure and safe.

To provide cover for other shift patterns which may require you to lock and alarm the school premises.

Operate heating equipment; liaise with contractors' staff to facilitate routine maintenance.

Ensure that light bulbs/tubes are changed and light fittings cleaned.

Report any breakages, damaged items needing repair. Monitor to ensure that repairs are carried out.

Carry out minor handyperson activities within level of competence.

Within level of competence carry out maintenance and repairs covering at least three of the following at advanced DIY standard e.g. Carpentry, painting and decorating, glazing, minor electrical work, carpet/floor coverings, plumbing.

Assist Headteacher to produce regular program and schedule for redecoration/repairs.

At the request of the Headteacher, obtain tenders from external contractors.

Any other reasonable duties taking into account ability, training, experience and qualifications.

Some tasks will require work outside normal working hours this will be scheduled and planned in advance.

Relationships and Conduct:

The operative must seek to establish an excellent working relationship with all staff, external suppliers, contractors and all stakeholders. Above all they must recognise that they are a service provider to support the school's ethos and must behave in line with the school's code of conduct at all times.

General Accountabilities and Responsibilities

Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.

Undertake a proactive, committed approach towards the School's Best Value ethos.

Ensure compliance with and actively promote the School and the Council's Equalities and Diversity policies and strategies.

Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.

Comply with the competencies and standard requisites agreed by the School as relevant to the post.

Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.)

Take responsibility for continuing self-development and participate in training and development activities.

Person Specification

Skills, Knowledge and Experience:

The appointed person must be friendly, able to work in a team as well as on their own, and must be confident in their abilities to secure and alarm the premises of an evening.

You will need to have plant knowledge, good pruning and plant propagation skills and be somebody who is ambitious with bags of energy and have a genuine passion for plants and gardening, experience in garden maintenance is as important, including the use of machinery such as strimmers, and pedestrian mowers etc

Training in Quality Assurance, Health & Safety an advantage.

Able to work under own initiative, under pressure within structured timescales. Have a high-quality approach to work.

Customer focused, generates new ideas and working practices to exceed client expectations without being prompted.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.