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| **St Michael’s Catholic Grammar School** | |  |
| *“Love one another, as I have loved you”*  **Job Description** | |
| **Role** | **Caretaker Team Leader** | | |
| **Hours and weeks** | 36 hours per week, 52 weeks per year.  Shift work with hours between 06:00 to 19:00 seven days per week; (Shift patterns: 6am to 2pm/8am to 4pm/11am to 7pm and ad-hoc weekend work and potential weekday schedule changes in accordance with the needs of the school) | | |
| **FTE salary range** | Based on Unified Rewards Grade E  Schools Administration job family – level 4 | | |
| **Pro rata salary range** | N/A | | |
| **Reports to** | School Business Manager | | |
| **Supervising duties** | Caretakers | | |

**Purpose**

To provide for the security, maintenance and cleaning of the school to promote a safe working environment

Duties include ensuring buildings and site are secure and acting as a designated key holder, arranging regular maintenance and safety checks and emergency repairs and supervision of other facilities staff and/or contractors whilst on site

**Key accountabilities**

This list is not exhaustive

Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required

Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately

Operate and regularly check systems such as heating, cooling, lighting and security including CCTV and alarms

Undertake light gardening duties such as tending to bushes, cutting grass, weeding

Act as a designated key holder, providing out of hours and emergency access to the school site

Undertake minor repairs and maintenance of the buildings and site, such as paint classroom

Arrange emergency repairs and regular maintenance and safety checks

Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales

Monitor materials and stock and/or submit order for supplies

Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment in line with other schedules

May ensure operation and maintenance of specialised equipment, for example sports/theatrical/swimming pools

May handle small amounts of cash for the purchase of repair material

May facilitate lettings

May show contractors round to obtain quotes for routine maintenance on school premises

Responsibility for other staff including cleaning staff and grounds persons

**Knowledge, training and experience**

Working at or towards national occupational standards for facilities management and knowledge/skills equivalent to national qualifications level 3

Knowledge of procedures and policies in relation to school security, relevant health and safety, COSH regulations

Significant relevant experience

Able to use basic tools to undertake minor maintenance repairs

Understanding of appropriate specialised systems such as heating, cooling, lighting and security

Supervisory experience

Understanding of appropriate specialised systems such as heating, cooling, lighting and security

Knowledge of the range of regulation and policies governing premises security, repairs and maintenance and the operation of heating, lighting systems

**Planning, organising and controlling skills**

Work within school policies and COSH regulations to plan and complete work that is delivered in the short term

Organise/prioritise own duties/tasks in response to changing and/or conflicting demands, such as weather conditions, blocked drains/toilets, routine checking of systems

Oversee the work of others to ensure services are delivered effectively, such as cleaning and other site staff, onsite maintenance contractors

Plan for preventative maintenance programmes, analysing and planning the nature and extent of repairs and maintenance

**Communicating and influencing skills**

Understanding, influencing, empathising and communicating with people are important considerations in achieving job outcomes

Provide advice and guidance on a range of technical and sometimes complex queries and enquiries from contractors on site, school and premises staff

Build and maintain effective working relationships with colleagues, service users and other organisations to ensure the appropriate level of service is provided

Supervise others using diplomacy, sensitivity and empathy

**Initiative and innovation skills**

Work within team plans, school policies, procedures, internal and external guidelines and statutory requirements

Deliver a direct service to meet school needs and health and safety requirements

Use initiative to plan and prioritise own work and decide on whether to undertake minor repairs, arrange emergency repairs, arrange regular maintenance and safety checks, ensure maintenance procedures are followed

**Budget accountability**

No direct budget responsibility

Monitor materials and stock and/or order supplies

May handle small amounts of cash for the purchase of repair material

**Staff accountability**

Supervision of other facilities staff and contractors whilst on site

Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales

**Physical effort**

There is a daily requirement to undertake portage duties including moving furniture and equipment within the school

**Work environment**

The job involves cleaning, minor repairs in toilet areas, dealing with spillages, waste collection, on a daily basis

Outdoor maintenance including gardening

Seasonal requirement to clear ice and snow (schools cannot be opened unless there is a clear and safe path to and from the premises)