



**Bishop Loveday CE Primary School
part of The Warriner Multi Academy Trust**

Job Description: Senior Premises Caretaker

Salary:

- Grade 6 (£20,493 to £22,627 pro-rata, depending on experience)

Hours:

- 15 hours a week, 52 weeks a year
- The role is for 5 hours a day, for 3 days a week, but flexible (to be discussed)
- Start/end time may need to be changed to accommodate any required checks that can only be undertaken outside normal hours. Such changes will be requested by your line manager in advance.

Annual Leave:

24 days plus Bank Holidays.

Line Manager:

Head of School

Probation:

There is a probationary period of 6 months.

Requirement for the post:

A full clean Driving Licence would be beneficial.

Additional duties:

You will be part of the rota for attending site to open/close for lettings and to be on call in case of emergencies.

Holiday/Sickness Cover:

All members of the Site Team work closely together, covering each other's roles as and when required during periods of sickness or annual leave.

Closing date: Midday on 13th December 2021

Interview date: 16th December 2021

Role:

- As required to take responsibility for the security and day-to-day maintenance of the whole school site
- To provide a maintenance service
- To provide outstanding facilities at all times.
- To ensure a safe and secure environment for staff, students and community users.
- To help plan and carry out future alterations and repairs as agreed with line manager.

Key Areas of Responsibility

Security

- Check the perimeter fence if required.
- As required to lock the school up (in the absence of the evening caretaker), locking/closing internal and external doors and closing windows as directed by the Head of School
- To check the site for hazards, damages and intruders
- To respond to emergencies and take action as appropriate

Site Management Task

- To carry out inspections of the school buildings and environment
- Where possible, remedy any minor or intermediate defects and log it on to the maintenance system. Liaise with the Head of School on any major building defects at all schools.
- To make safe damaged or missing furnishings such as floor tiles, secure carpets.
- To ensure that external social areas, paths and driveways are maintained satisfactorily, including the clearing of snow, gritting and salting of pathways and ensuring that paving slabs are in good condition.
- To deal with the results of vandalism, advising the Head of School on any necessary preventative measures or repair work required.
- To ensure that the premises are kept free from pests and vermin.
- Work closely with the Premises Caretaker from the Warriner and with BLS premises team
- Work with Premises Caretaker to complete maintenance requests that are scheduled during the holidays.
- Meet and greet contractors as required.
- To arrange the unblocking of toilets and drains as needed.
- To report any H&S issues from the monitoring.
- To be prepared to carry out H&S monitoring, as directed
- Support WMAT premises team with H&S monitoring, where needed
- To keep and update records accordingly.

Cleaning

- To ensure that hazardous/infectious solutions and materials e.g. broken glass are disposed of in accordance with agreed safe working practices, removing waste to designated areas.
- Ensure that appropriate equipment, materials and detergents are used for specific duties.
- Ensure that all cleaning materials are stored and utilised in line with COSHH regulations.

Lighting and Heating

- To ensure that lighting is kept in good working order.
- To advise the Head of School regarding the ordering of replacement lighting equipment as necessary.
- To control the level of heating and ventilation throughout the buildings as required by the school.
- Knowledge of essential systems

Porterage

- Where possible to act as porter for deliveries, furniture removals, or any other lifting tasks required by the school and ensure that deliveries are dealt with promptly and items repositioned as required.
- To assist in the disposal of redundant furniture and equipment in accordance with agreed procedures.
- To assist in the moving and replacing of furniture as required.

Additional Duties:

- To undertake other reasonable tasks at the direction of the Head of School or Finance Officer
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As an employee you have legal duties which include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating with your employer on health and safety.
- Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions.
- Not interfering with or misusing anything provided for your health, safety and welfare.

BLS Senior Caretaker	
Person Specification	
Personal requirements	D = Desirable E = Essential
<p>Experience and qualifications:</p> <ul style="list-style-type: none"> • Good ICT working in Word & Excel • Experience of managing premises/facilities or similar • Experience of working in a busy environment • Experience of Health & Safety standards • Experience of prioritising workloads • Experience of working with a wide range of staff, contractors, visitors. • Full Clean Driving Licence • First Aid Qualification 	<p>D E E E E E E E D</p>
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of Health and Safety legislation and good practice (or willingness to train) • Knowledge of Safeguarding and Child Protection (or willingness to train) • An interest in Education 	<p>E E E</p>
<p>Personal skills and qualities:</p> <ul style="list-style-type: none"> • Very good inter-personal skills • Ability to employ discretion and sensitivity and have an understanding of the importance of confidentiality. • Ability to innovate, introduce change and establish new systems of working. • Good negotiation skills. • Commercial awareness and ability to achieve value for money. • Ability to work under pressure and to meet challenging deadlines • Ability to carry out basic maintenance tasks • Ability to work accurately with attention to detail • Ability to work independently and as part of a team • Ability to use own initiative • Ability to plan own workload and be aware of other colleagues' priorities • Creative approach to problem-solving • Ability to learn new practices and procedures 	<p>E E E E E E E E E E E E</p>

<ul style="list-style-type: none"> • Consistent approach to maintain high standards • Ability to provide practical and operational skills as appropriate to any task • Demonstrate a flexible and adaptable approach to work in terms of hours and location • Good timekeeping and attendance • Organisational skills including planning, prioritising and monitoring skills, ability to identify and analyse problems. • Very good communication skills including report writing • Ability to develop good community links • Awareness of and commitment to customer care 	<p>E E E E E E E E</p>
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • A confident, friendly and helpful manner • An awareness of and commitment to meeting the needs of the WMAT • Ability to work as part of a team and act on own initiative • Ability to work under pressure and remain calm in different situations • Must be prepared to cover the duties of absent site staff • A flexible approach to work schedules 	<p>E E E E E E</p>