

## ST ANNE'S CATHOLIC PRIMARY SCHOOL

### Outline Job Description

<b>POST TITLE:</b>	<b>CARETAKER/SITE SUPERVISOR</b>
<b>POST REF:</b>	<b>STA –SM21</b>
<b>GRADE:</b>	<b>BAND 5, SCP'S 4-6</b>

#### **GENERIC INTRODUCTION:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### **PRIME OBJECTIVES OF THE POST:**

Under the instruction/guidance of appropriate senior staff; provide maintenance & security services on school sites & premises.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

#### **KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

#### **COPYRIGHT**

City of Bradford Metropolitan District Council, City Hall, Bradford, West Yorkshire, BD1 1HY.

© City of Bradford Metropolitan District Council, 2014

All rights reserved. No part of this document can be reproduced in any material form (including photocopying or storing it in any medium by electronic means and whether or not transiently or incidentally to some other use of this document) without the written permission of the copyright owner except in accordance with the provisions of the Copyright, Design and Patents Act 1988. Applications for the copyright owner's written permission to reproduce any part of this document should be addressed to the HR-Pact Team, part of the City of Bradford Metropolitan District Council.

**Warning: The doing of an unauthorised act in relation to a copyright work may result in both a civil claim for damages and criminal prosecution.**

## **EFFORT DEMANDS:**

- Will work under own initiative with minimum supervision, managing conflicting priorities and referring only complex issues to a member of the senior leadership team.
- Will be responsible for the development and operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for work or repairs required to be carried out to maintain safe and satisfactory conditions (including fire safety and electrical equipment).
- Will undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods.

## **RESPONSIBILITIES:**

- Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Will attend relevant meetings as required.
- Will participate in training and other learning activities and performance development as required.
- Will promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times. *(This responsibility is shared during normal school hours with the Head-teacher, but is the postholder's sole responsibility whilst on site outside of these hours in the absence of the Head-teacher or other senior member of the school staff).*
- Will control expenditure and set allocated budgets for staffing, annual site maintenance and capital budgets, to ensure that budgets are not overspent and best value is achieved.
- Will have shared responsibility with the Head-teacher for the security of buildings, equipment, furniture etc. on the site, the value of which varies from premise to premise.
- Will be responsible for the maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Head-teacher.
- Will be responsible for the line management and performance appraisal of designated employees, maintaining good working relationships and team working. The completion of all related paperwork associated with the supervision of employees together with work-related training.

### **COPYRIGHT**

City of Bradford Metropolitan District Council, City Hall, Bradford, West Yorkshire, BD1 1HY.

© City of Bradford Metropolitan District Council, 2014

All rights reserved. No part of this document can be reproduced in any material form (including photocopying or storing it in any medium by electronic means and whether or not transiently or incidentally to some other use of this document) without the written permission of the copyright owner except in accordance with the provisions of the Copyright, Design and Patents Act 1988. Applications for the copyright owner's written permission to reproduce any part of this document should be addressed to the HR-Pact Team, part of the City of Bradford Metropolitan District Council.

**Warning: The doing of an unauthorised act in relation to a copyright work may result in both a civil claim for damages and criminal prosecution.**

- Will liaise with and ensure that contracts on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the relevant contractor.
- Will appreciate and support the role of other professionals.
- Will present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.
- Will contribute to the overall ethos/work/aims of the school.

### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Regular outdoor work and exposure to the elements/weather.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The jobholder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- Required to be a key-holder for emergency call-outs. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Head-teacher).
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

### **Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

### **Intermediate Threshold Level**

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**COPYRIGHT**  
City of Bradford Metropolitan District Council, City Hall, Bradford, West Yorkshire, BD1 1HY.

© City of Bradford Metropolitan District Council, 2014

All rights reserved. No part of this document can be reproduced in any material form (including photocopying or storing it in any medium by electronic means and whether or not transiently or incidentally to some other use of this document) without the written permission of the copyright owner except in accordance with the provisions of the Copyright, Design and Patents Act 1988. Applications for the copyright owner's written permission to reproduce any part of this document should be addressed to the HR-Pact Team, part of the City of Bradford Metropolitan District Council.

**Warning: The doing of an unauthorised act in relation to a copyright work may result in both a civil claim for damages and criminal prosecution.**

## **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

## **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

## **PERSONNEL SPECIFICATION:**

	<b>Essential (E)/Desirable (D)</b>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Will possess handyperson/relevant experience. (E)</li> <li>• Will possess caretaking/site-keeping experience in a school or similar environment. (D)</li> <li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level (E)</li> </ul>
<b>QUALIFICATION S/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Will possess good literacy and numeracy skills (GCSE (or equivalent) Maths and English). (E)</li> </ul>

### **COPYRIGHT**

City of Bradford Metropolitan District Council, City Hall, Bradford, West Yorkshire, BD1 1HY.

© City of Bradford Metropolitan District Council, 2014

All rights reserved. No part of this document can be reproduced in any material form (including photocopying or storing it in any medium by electronic means and whether or not transiently or incidentally to some other use of this document) without the written permission of the copyright owner except in accordance with the provisions of the Copyright, Design and Patents Act 1988. Applications for the copyright owner's written permission to reproduce any part of this document should be addressed to the HR-Pact Team, part of the City of Bradford Metropolitan District Council.

**Warning: The doing of an unauthorised act in relation to a copyright work may result in both a civil claim for damages and criminal prosecution.**

<b>KNOWLEDGE/S KILLS:</b>	<ul style="list-style-type: none"> <li>• Will possess good working knowledge of plumbing, electrical and decorating repair procedures. (D)</li> <li>• Will possess good working knowledge of health, hygiene and safety procedures and precautions and regulations, for example COSHH, Manual handling etc. (D)</li> <li>• Will possess the ability to work as part of a team. (E)</li> <li>• Willingness to use relevant equipment. (E)</li> <li>• Will possess ability to relate well to children and adults. (E)</li> <li>• Knowledge of cleaning procedures required to meet specified cleaning standards. (E)</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level (E)</li> </ul>
-------------------------------	--

**OFFICE USE ONLY:**

<b>COMPILED BY:</b>	M Huddart; K Hessey
<b>DATE OF ISSUE:</b>	01 September 2014

**COPYRIGHT**

City of Bradford Metropolitan District Council, City Hall, Bradford, West Yorkshire, BD1 1HY.

© City of Bradford Metropolitan District Council, 2014

All rights reserved. No part of this document can be reproduced in any material form (including photocopying or storing it in any medium by electronic means and whether or not transiently or incidentally to some other use of this document) without the written permission of the copyright owner except in accordance with the provisions of the Copyright, Design and Patents Act 1988. Applications for the copyright owner's written permission to reproduce any part of this document should be addressed to the HR-Pact Team, part of the City of Bradford Metropolitan District Council.

**Warning: The doing of an unauthorised act in relation to a copyright work may result in both a civil claim for damages and criminal prosecution.**