



Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Apprentice Caretaker

SECTION: Schools

Reports to: Premises Manager

PURPOSE OF JOB

To work as a part of a team to provide efficient and effective building maintenance support within the schools.

To undertake the Property Maintenance Operative level 2 Apprenticeship and Functional Skills (if required)

PRINCIPAL ACCOUNTABILITIES

Learn to optimise property condition and quality and to ensure the building is kept in a safe working condition.

Learn to maintain a high level of quality, providing maximum satisfaction to pupils, colleagues and visitors.

Learn to understand the mechanism of buildings including electrical, plumbing, plant, safety systems and other maintenance requirements.

Learn to provide first and immediate response to fault finding and making safe faults, whilst maximising quality and ensuring cost effectiveness.

Learn to ensure prevention of major damage that could result in extensive costs and minimise reactive intervention.

Learn to inspect school equipment as specified, and to carry out basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing, and minor repairs such as faulty plugs, fuses, light bulbs, and **refurbishment projects such as erecting shelves, partitions, work surfaces as directed within capabilities.**

To *be responsible for any gardening and cleaning within the school grounds* in order to *ensure* a presentable environment for pupils, staff and visitors.

To learn to assist in reading all meters and record as required, including assistance with energy conservation procedures, and to operate heating and hot water supply plant in accordance with agreed policy instructions and carry out frost precaution procedures

To assist moving furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis, however chairs may need to be arranged on occasion as required.

To learn to perform risk assessments when required, and to liaise with other agencies in order to *ensure* Health and Safety checks are carried out, and that Health & Safety standards are maintained.

To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.

To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job

PERSON SPECIFICATION

POST TITLE: **Apprentice Caretaker**

SECTION: **Schools**

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications and
Knowledge**

- A basic knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses & light bulbs)
- Knowledge of Health & Safety regulations in schools including COSHH guidelines

Skills/Abilities

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work flexible hours
- **Effective verbal communication skills**
- **Good Numeracy & Literacy skills**
- **Strong organisational skills**
- The ability to prioritise own workload
- The ability to work unsupervised
- The ability to supervise the work of others
- Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school

Other Requirements

- Willingness to undertake necessary tasks of an unpleasant nature
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role
- The postholder may be required to attend and successfully complete the 3 day Pool Plant operator course if appropriate

Equalities

To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.