

JOB DESCRIPTION

JOB TITLE: Caretaker / Lettings Officer

SECTION: Varndean School

PURPOSE OF JOB

To work alone or within a team under the direction of the site manager or other nominated member of staff, providing an efficient service of cleanliness, **maintenance & security to the school**, to ensure a clean and safe learning environment for the pupils.

- **Coordinate evening / weekend lettings**
 - Serious problems can be referred to **manager/supervisor/Headteacher**
 - All duties will be carried out within recognised procedures
 - **There will be a need to interpret information and to resolve straightforward problems**
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PRINCIPAL ACCOUNTABILITIES

- To *promote* and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To act as first point of contact for evening and weekend lettings being the customer-facing representative of the school.
- To feedback accurate data regarding hirer usage.
- To coordinate evening and weekend lettings.
- **To ensure designated areas are cleaned** in accordance with the building cleaning specification as directed by the Headteacher or designated nominee. This may include hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces.
- To use cleaning materials and equipment necessary to carry out duties including diluting and using cleaning chemicals as instructed with due regard to COSHH regulations.

- To operate cleaning machinery in accordance with instructions and within Health & Safety guidelines, and to keep such machinery in clean and safe condition reporting faults to managers.
- To collect and remove rubbish from work areas to a collection point as directed.
- To carry out emergency cleaning as required, resulting from accident, sickness, vandalism and fire.
- To carry out window cleaning to a height of 3.5metres from the ground internally in compliance with Health & Safety procedures at all times.
- *Ensure* all medical/clinical waste is sealed in appropriate coloured bags and made ready for collection (usually in Special Schools).
- **To perform some specialised cleaning when required, such as carpet and upholstery cleaning and floor treatments.**
- **If required, to maintain and replant the flower beds in the immediate vicinity of the school buildings.**
- **To *monitor* the supply of vital materials throughout the school, such as soap, toilet paper, mop heads and cloths, replenishing supplies if necessary or informing manager of supply levels in order to maintain the comfort and hygiene of staff, pupils and visitors.**
- **To carry out minor repairs** and report defects such as faulty plugs, fuses etc to supervisor/manager.
- **To carry out basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing and other jobs within capabilities. (NB This does not apply to cleaning staff).**
- **Collect ready for despatch school laundry, goods and materials.**
- **To move 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.**

- Take such measures as appropriate to protect the school and its contents.
- **To be a key holder for the school premises, responsible for *routine* closing of the school premises if required after evening lets.**
- To comply with regulations relating to security and confidentiality.
- To take appropriate Health & Safety precautions, where necessary, whilst carrying out duties thereby ensuring the personal safety of all staff, pupils and visitors.
- 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

Signed _____

Date _____

PERSON SPECIFICATION

POST TITLE: Facilities Support Level B

SECTION: Schools

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications
and Knowledge**

- **NVQ Level I or equivalent comparable experience**
- **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) NB Not for cleaning staff**
- **Knowledge of Health & Safety policies and procedures**

Experience

- Experience of supervising others

Skills/Abilities

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- **The ability to positively and effectively represent the school**
- The ability to work flexible hours
- 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

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

Other Requirements

- Willingness to undertake necessary tasks of an unpleasant nature
- An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role