



# The Sisters of the Sacred Hearts of Jesus and Mary

## Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



## JOB PROFILE

Department	School Site
Job Title	Caretaker
Reports To	Operations Manager
Responsible To	Principal
Grade / Scale Points	Grade 5, Scale Points 8 - 12
Job Purpose	<ul style="list-style-type: none"><li>• Responsible site maintenance works, heating, grounds maintenance, and other general site services for the premises.</li><li>• Ensure a safe, warm, secure, well-maintained, welcoming and improving environment for all those at the school.</li><li>• Ensure value for money is obtained for all elements of facility premises management</li><li>• Ensure that the environment enhances positive learning.</li></ul>

## JOB DESCRIPTION

### Key responsibilities

- Meet regularly with the Operations Manager to advise of any maintenance or repair work as necessary and associated quotes / costs.
- In partnership with the Principal and Operations Manager, review the conditions survey data and contribute to the preparation of the premises section of the 3 year development plan.
- Responsible for regularly checking and operation of systems such as heating, cooling, lighting and security including CCTV and alarms.
- Undertake minor maintenance work / repairs / DIY that do not require employment of a contractor.
- Arrange for general maintenance within specialist areas such as heating, lighting and plumbing, adhering to statutory technical qualifications and to ensure safe and effective operation.
- Responsible for regular maintenance checks and follow-up actions.
- Undertake site risk assessments and ensure they are regularly monitored and reviewed at least annually and are compliant with all health and safety regulations including COSHH.



- Work in partnership with the Trustees Health & Safety representatives, Principal and Operations Manager to ensure the school site remains compliant at all times.
- Ensure the effective operation and maintenance of all areas of the school site.
- To provide quality induction, line management and on-the-job training to members of the team.
- Arrange tenders and oversee the work of appointed contractors including when directed, writing specifications for work to be done as and when required.
- Under the supervision of the Operations Manager coordinate Fire Safety effectively at all times, ensuring compliance and including annual reviews of the school's fire risk assessment and weekly checks of fire alarms, emergency lighting, fire extinguishers and site hazards.
- Responsible for the routine checks against the school's asbestos management plan, reporting any concerns to the Principal and Operations Manager.
- Responsible for the weekly legionella checks ensuring accurate records at all times and reporting any concerns in a timely manner to the Principal and Operations Manager.
- To promote the highest standards of business ethos within the site management function of the school, managing the department budget in line with best value principles and following set procedures ensuring the most effective use of resources.
- Carrying out specified procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To ensure all caretaking equipment is in a safe and efficient working condition and take out of use any equipment known to be faulty and arrange repairs, advising the Operations Manager of action taken.
- Liaising with contractors or external agencies, as appropriate, regarding access to the site.
- Direct and supervise contractors to the site for repair and maintenance work. Inspect, monitor and record work performance assisting the Operations Manager or other appropriate manager in ensuring that the work is carried out to the required standard, as appropriate.
- Ensuring that the building and site are adequately secured, which includes locking/unlocking of school gates and external and internal doors and closing windows.
- Become a trusted 'Key Holder' for the School and carry out any necessary duties that this may involve call out in the event alarms are triggered etc.
- Be responsible for ensuring routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
- Alerting the Principal and Operations Manager to any risk to a breach of security.
- Opening and closing the school site each day. Patrolling the site to check for hazards, damages and intruders.
- Preventing the trespassing and unauthorised parking on the school premises.

### **Planning and Organisation**

- Organise/prioritise own and others 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 other site staff, onsite maintenance contractors.
- Plan for preventative maintenance programmes, analysing and planning the nature and extent of repairs and maintenance, arranging tenders and quotes and managing the appointment of external contractors.
- Day to day supervision/management of building projects.
- Work within school objectives, business plans, internal policies, procedures, internal and external guidelines and statutory requirements.
- Deliver a service to meet school needs and health and safety requirements.



- Use initiative to plan and prioritise own work and that of others.
- Provide advice and recommendations on longer term maintenance of premises in line with the conditions survey of the school.
- Contribute to the writing and review of health and safety policies.

#### **Responsibility**

- For undertaking the duties accurately and efficiently.
- For bringing matters of concern to the attention of the Operations Manager or Principal.

#### **Decision Making**

- Routine decisions regarding the organisation of own work.
- When matters are confidential or need to be dealt with sensitively- especially when child protection is involved.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Pield Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

*We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.*

**The Post Holder is expected to uphold the Christian ethos of the school.**

**Postholder Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## PERSON SPECIFICATION

Criteria		Essential	Desirable
<b><u>Qualifications and Training</u></b>	Hold recognised qualifications associated with premises management e.g. NVQ in Facilities Management or Building Management or equivalent.	✓	
	Significant experience or skills in a trade e.g. carpentry, plumbing, facilities management or project management.	✓	
	Experience of negotiating with other professionals / agencies.	✓	
	Ability to use tools to undertake a range of minor repairs.	✓	
	The ability to understand and apply regulations such as Health & Safety, Manual Handling, COSHH, Legionella etc.	✓	
	The ability to understand and operate industrial, electrical and mechanical systems.	✓	
	Risk assessment experience/qualification.	✓	
	Staff management experience.	✓	
	Experience of using ICT for site records and for communication with colleagues at all levels.	✓	
	Willingness to undertake appropriate on the job training.	✓	
	H&S qualifications & experience incl. Fire Risk Assessment, COSHH, Asbestos Management, Legionella Management.		✓
	Experience of working in a school environment.		✓
	Experience of working in a business environment at managerial level.		✓
<b><u>Skills, Abilities and Knowledge</u></b>	Knowledge of the range of regulations and policies governing premises security, repairs and maintenance and the operation of heating, lighting systems.	✓	
	Good communication skills.	✓	
	Excellent numeracy and literacy skills.	✓	
	Good IT skills.	✓	
	Sound planning and negotiating skills.	✓	
	Ability to gather information, analyse data and problem solve.	✓	
	Display a conscientious and local approach to the variety of tasks necessary for the smooth running of the school.	✓	
	Ability to manage people directly and indirectly.	✓	



	Ability to adapt to changing and conflicting demands.	✓	
	Have an understanding of children and young people.	✓	
	Ability to contribute positively to the life of the school.	✓	
<b><u>General</u></b>	Ability to work effectively as part of a team.	✓	
	Ability to work independently.	✓	
	Ability to manage own time effectively.	✓	
	To have strong interpersonal skills.	✓	
	Ability to demonstrate personal integrity.	✓	
	Flexibility in the approach to work and the demands of the post.	✓	
	A willingness to undertake professional development.	✓	
	Empathy and understanding of whole school improvement goals.	✓	
	A commitment to safeguarding children.	✓	
	A commitment to Equal Opportunities.	✓	