St Richard's Catholic College

JOB DESCRIPTION

Post title	Caretaker
Salary	Single Status Grade 7 (£21,702 - £22,330)
Responsible to	Business Manager, Alison Pain
Main Purposes of the Job	To oversee the provision of the caretaking and cleaning service. To supervise the caretaking team, including, where appropriate, grounds maintenance staff; and to ensure high standards of caretaking/cleaning are maintained within the school. To manage all checks for water, legionella and fire safety systems and equipment ensuring up-to-date records. To carry out Health and Safety checks on the school minibuses regularly.
Main Functions.	• To manage the caretaking/cleaning team, to include the allocation of duties and drawing up of staff rotas, as appropriate. To ensure adequate cover in the event of holiday or sickness absence. • To convene and lead team meetings. • To be responsible for the performance management of the team, setting individual targets and conducting regular reviews to ensure these targets are met. • To be responsible for the recruitment of members of the team. • To provide quality induction and on-the-job training to members of the team. • To ensure the inspection, monitoring of the building cleaning standards and cleaners'/contractors' performance in accordance with the County Building Cleaning specification. • To ensure security procedures for school buildings and grounds in accordance with East Sussex County Council policy. • To attend emergencies and call-outs at any time. • To ensure the Health and Safety of all site users through regular inspections, servicing of equipment, maintenance of the buildings and grounds, supervision of contractors, fire drills and reporting of concerns to the Business Manager. • To provide risk assessments if required, and to liaise with other agencies in order to ensure Health and Safety checks are carried out, and that Health and Safety standards are maintained. • Liaise direct with planning officers, architects, surveyors and officers of the County Council. • Take suitable measures as he/she deems necessary to ensure the protection of the school. • Carry out specialist building and or grounds maintenance work, including programmes of renewal/redecoration, with strict adherence to Health and Safety regulations. - Pointing and Brickwork. - Shuttering.

	- Partition Walls. - Fixings. - Ramps. - Concrete mixing, conventional and blanket method. - Patching Walls. • Write planning specifications for contractors and complete planning applications. • Liaise with suppliers and order caretaking, cleaning and some DIY supplies, ensuring adequate supplies are maintained, as appropriate. • To ensure the maintenance and improvement of the premises (buildings, grounds, furniture, plant and equipment) through a budget programme of renewal/refurbishment in liaison with the Business Manager. Provide regular reports to the Business Manager. • To move furniture as required and ensure desks, chairs are set up and cleared away as necessary including: arrangements for assemblies, examinations, evening events, etc. • Recruit, supervise and train cleaning staff. • To carry out the above duties in accordance with the Children's Services Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.