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| **Role** | **Grade** | **Reports to** |
| Lead Caretaker  (Role will encompass working shift patterns) | Grade 5 | Site Manager/ Operations Manager |

**Main purpose of the job:**

* Support the Site Manager by taking responsibility for the management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist facilities services within the school.
* To be a responsible key holder and manage maintenance, security and facilities systems on site including alarm systems, CCTV and surveillance systems.
* Manage other estates staff including allocation and monitoring of work and performance appraisal and supervision of external contractors on site.
* To be responsible for maintaining the cleanliness and physical appearance/environment of the designated site – inside and out, including maintenance of specialist facilities and equipment following appropriate training, where applicable.
* Ensure that the premises operate to a high standard of health and safety and that all relevant regulations are implemented and adhered to at all times.

**Key relationships:**

All members of staff, students, governors, trustees, and parents. As well as having effective communication and working relationships with all colleagues in school, the post holder will be the main point of contact for external maintenance contractors.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

* To support the day to day management and evidencing the delivery of the schools planned preventative maintenance contract.
* To ensure that in-house testing/checks are undertaken and recorded in-line with Trust processes. This includes fire bells tests and the checking of fire extinguishers, emergency lighting and fire doors.
* To ensure that general maintenance and repairs in the school, are completed swiftly, safely and in accordance with the expectation of senior staff, taking appropriate action to address any safety hazards/unsafe practices in and around the building.
* To ensure that regular grounds maintenance and cleaning duties are undertaken, including collecting litter, emptying external waste bins, and ensuring safe access is maintained on the site in periods of severe weather conditions.
* To support the day to day operation of the estates repairs and maintenance issues desk and associated system.
* To be responsible for implementing the asset management systems as agreed by the school.
* To commission and manage the maintenance and upkeep of specialist equipment across the school e.g. swimming pool, sports, technical, theatre and therapy equipment, liaising with the appropriate technical support staff.
* To be responsible for the management of the schools cleaning contract or in-house cleaning provision.
* To be responsible for the management and supervision of the operation of school lettings system and liaison with any external providers
* Where appropriate, to liaise with the school meals service contractors in relation to their use of the site and provision of their service.
* To ensure that there is an effective portering service within and outside the school building including the setup of furniture and equipment for school events, including assemblies, examinations, parents’ meetings, and open evenings, when required.
* To establish constructive relationships and communication with external contractors and other agencies / professionals and record performance against specified standards.
* Take support the planning, development and organisation of systems/procedures/policies.
* To play a lead role in ensuring that all policies and procedures relating to Health and Safety, security and confidentiality are adhered to.
* To advise the school on matters relating to energy control and conservation.
* To manage security/health and safety risk assessments and dissemination and compliance with health and safety policies and procedures ensuring that all specialist equipment is used in a safe and appropriate manner.
* Where appropriate, organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher.
* To be responsible for the selection and management of resources, including budget planning, management of a budget and regular audit of resources.
* Undertake budget monitoring and prepare costed plans for repairs/maintenance and building activities as required and prepare specification for contracts for tender.
* To be responsible for maintaining records, information and data, in line with school and Trust systems producing analysis and reports as required.
* To work on an agreed shift pattern as agreed by the school.
* To act as a key holder of the school and to attend call outs as required.
* To ensure there is a swift response and resolution to premises emergencies arranging callouts with contractors, as necessary.
* To be part of the school first aid and administration of medicine team, providing support for students, staff, contractors and other external persons as required.

**People management:**

* Full line management of estates and site staff including recruitment, probationary period management, performance management, absence management and staff development.
* To identify and manage the training of estates related staff as required.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values.
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate.
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy.
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations.
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues.
* Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations.
* Demonstrate a commitment to continuous professional development and support the Performance Management process.
* Attend Trust and school events as required and make a positive contribution during such events.
* Attend regular meetings before and after Trust hours, including morning briefings.
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person Specification** | **Essential/ Desirable** | **Assessment stage** |
| **Qualifications** | | |
| Good numeracy and literacy skills with an ability to keep accurate records | Essential | Application, Interview |
| Possession of, or willingness to obtain, a full valid driving license | Desirable | Application |
| Relevant Health & Safety certifications including First Aid, Fire Safety & Evacuation, Legionella Awareness etc. | Desirable | Application |
| **Knowledge and Experience** | | |
| Significant experience working in a relevant discipline i.e. senior caretaking/site keeping experience in a school or similar environment | Essential | Application, Interview |
| Knowledge of health and safety and hygiene procedures and precautions | Essential | Application, Interview |
| Awareness of COSHH regulations, applying knowledge gained as appropriate | Essential | Application, Interview |
| Excellent organisational skills to be able to plan and deliver programmes of maintenance | Essential | Application, Interview |
| Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures | Essential | Application, Interview |
| Experience of use of appropriate specialist equipment/resources | Desirable | Application, Interview |
| Experience of managing a budget and preparing costed plans for repairs, maintenance and other building activities | Desirable | Application, Interview |
| Effective use of IT systems | Essential | Application, Interview |
| A good understanding of the record/ information systems, which monitor and analyse issues relating to building and facility management through computerised or manual systems | Essential | Application, Interview |
| Experience of planned preventative maintenance (PPM) management | Desirable | Application, Task |
| Experience of the tendering process and preparation of specifications | Desirable | Application, Interview |
| An ability to undertake all the physical aspects of the job | Essential | Health check process |
| **Behaviours and Values** | | |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation | Essential | Application, Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Application, Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills | Essential | Application, Interview |
| Willingness to undertake all appropriate training identified by the school that is required to fulfil the role of Lead Caretaker | Desirable | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders | Essential | Application, Interview |
| To be flexible and able to adapt and prioritise appropriately, understanding of the need to work unsociable hours if required | Essential | Application, Interview |
| Effective staff motivation and development, including establishment of a positive performance management culture | Essential | Application, Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.