

Manchester City Council
Job Description
Caretaker level 4
Schools
Grade 6

Main Purpose of the job

Support the head teacher/bursar by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school.

To be responsible key holder and manage maintenance, security and facilities systems on site including alarm systems, CCTV and surveillance systems

Manage other site staff including allocation and monitoring of work and performance appraisal.

Oversee the work of external contractors on site.

Main duties of the job

1. To be responsible for the management and recruitment of a team of in-house site and cleaning support staff and to oversee the activities of external contractors
2. To commission the maintenance and upkeep of swimming pool and other specialist sports equipment, where appropriate
3. Management and supervision of the operation of School lettings system
4. To establish constructive relationships and communication with contractors and other agencies/professionals and record performance against specified standards
5. Monitor the performance of contracts and record performance against specified standards
6. To advise the Head Teacher on matters relating to energy control and conservation
7. To manage security/health and safety risk assessments and dissemination and compliance with health and safety policies and procedures

8. Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher
9. To manage records, information and data, and produce analysis and reports
10. Operate as part of a team involved in planning budget responsibilities
11. Undertake budget monitoring and prepare costed plans for repairs/maintenance and building activities as required, and prepare specification for contracts for tender
12. Take a lead role in planning, development and organisation of systems/procedures/policies
13. To be responsible for the selection and management of resources, including management of a budget and regular audit of resources
14. To be aware of, comply with and ensure that all policies and procedures relating to Health and Safety, security and confidentiality are adhered to.
15. To undertake personal development to improve own practice including participating in training and other learning activities
16. To work as part of a team, to support colleagues and contribute to the vision and ethos of the School and be committed to personal development
17. To undertake any other duties that are commensurate with the grade
18. To reside in the on-site accommodation provided, where applicable

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

**Manchester City Council
Person Specification
Caretaker level 4
Schools**

For this job we are looking for:

Significant experience working in a relevant discipline i.e. senior caretaking/site keeping experience in a school or similar environment

Good numeracy and literacy skills with an ability to keep accurate records

Experience of managing a budget and preparing costed plans for repairs, maintenance and other building activities

Effective use of IT systems

Experience of use of appropriate specialist equipment/resources

Knowledge of health and safety and hygiene procedures and precautions

Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate

Excellent organisational skills to be able to plan and deliver programmes of maintenance

Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures

Ability to organise, lead and motivate a team ensuring training and development is provided where necessary

Ability to relate well to children and adults within a School environment

An ability to undertake all the physical aspects of the job

Must be in possession of a full valid driving license.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.

Self-motivation and personal drive to complete tasks to required timescales and quality standards

The flexibility to adapt to changing workload demands and new organisational challenges

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users

Personal commitment to continuous self-development

Personal commitment to continuous service improvement

Willingness to consent to and apply for an enhanced CRB disclosure.