



JOB DESCRIPTION

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| JOB TITLE | Site Manager |
| GRADE | Band 8 (to be confirmed) |
| RESPONSIBLE TO | Headteacher & office manager |

JOB PURPOSE

- The Caretaker must attend the site on each day that the building is in normal use by building users, Council staff and the general public. In addition the Caretaker must be available to attend school site and carry out caretaking duties during holiday periods when holiday cleaning or building maintenance work is being carried out. The times and duration of attendance and the duties to be performed should be determined by liaison with the Head Teacher/Office Manager
- The role requires a proactive person to see what needs doing and taking steps in formulating a safe solution to those problems, using own initiative and creativity.
- There needs to be some flexibility in working hours and location of work

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

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| Caretaking | <p>Caretaking staff are the first point of contact in the event of an emergency and must take the necessary action required to deal with the situation. This could include summoning the emergency services; securing the building and taking any possible action to ensure that the building and surrounding areas are safe for building users, staff and the general public; responding to alarm call outs; contacting a member of the leadership team to keep them informed of the condition of the school and recommend if school closure is necessary</p> <p>Security:</p> <ul style="list-style-type: none"> • The Caretaker should be available to unlock the premises prior to the working day and to lock up again after the final use of the building at night. Aware of which doors should remain secure and which fire exits should be opened • Switch off/set alarms systems and security lights • Check windows are closed, lights/heaters switched off • Lock/unlock internal doors as required • Notify the police of breaches of security and attend to these as the situation dictates. • Ensure the security of keys to the premises • Resetting and installing pushbutton access pads <p>Heating:</p> <ul style="list-style-type: none"> • Monitor heating systems to ensure that adequate temperatures are maintained at all times of the year • Access and operate the EMS heating controls • Check controls for correct functioning and plant working normally – report faults to Jacobs and coordinate with contractors • Check ventilation • Ensuring rooms are ready for working day ie turning on radiators at the beginning of the day including TCU area • Bleed heating system <p>Faults:</p> <ul style="list-style-type: none"> • Respond to faults reported around the school and where qualified attempt to fix/repair • Where faults are not fixable and covered by MASS scheme, contact Jacobs and report; inform office of problem and where possible liaise with contractors <p>Outside areas: pathways, entrances and perimeter of the building:</p> <ul style="list-style-type: none"> • Pathways and car park should be cleared of stones, leaves and rubbish • Dustbin areas and waste disposal areas kept clean and free from dirt and debris • In the event of a snowfall or icy conditions the Caretaker should ensure that safe access is available to the building including the clearing/gritting of the car park to allow safe access for transport to drop off pupils and that it is accessible for wheelchairs; clearing emergency access routes and liaising with the leadership |
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| | <p>team if it's felt the need to close the school.</p> <ul style="list-style-type: none"> • Daily visual inspection of outside play areas ensuring that it is a safe environment for the pupils to utilise eg removal of any faeces, dead rabbits etc • Filling and clearing of sandpit • Preparation of equipment of outdoor area eg assembly of hammock, parasol as required • Clearing of outdoor equipment at end of school day, but in particular during weekends and over school holidays <p>Portering:</p> <ul style="list-style-type: none"> • General movement of furniture and equipment as requested eg preparing hall for meetings • Receiving and storing inward goods and deliveries <p>H & S checks</p> <ul style="list-style-type: none"> • Legionella monitoring and recording • Asbestos monitoring and recording • Fire alarm testing and recording • Emergency light testing and recording <p>Minor Repairs/Maintenance</p> <ul style="list-style-type: none"> • Unblock sinks, toilets and waste traps • Set clocks to unified time and replace batteries as required • Replace coat hooks/hangers • Replacement of light bulbs, tubes and starter units • Cleaning of light fittings and diffusers • Completing small painting requests <p>Other:</p> <ul style="list-style-type: none"> • Clean and empty grease traps and sumps • Take down and re-hang blinds curtains • Meter readings • Inform office of the need to re-order consumables eg grit/salt, hand towels, toilet rolls etc • Cleaning after sickness/accidents • Remove graffiti, if possible, from outside areas • Collecting milk from front of school and putting outside staffroom door – relocation of empty crates at end of day • Disposal of confidential waste • Respond accordingly to school needs and performing minor maintenance jobs or small de/construction as requested. <p>Maintaining school image</p> <ul style="list-style-type: none"> • Ensuring that the school is presentable for visitors at all times, including ensuring blinds are open and placed correctly, everything is clean and presentable. • Wiping down of outdoor window sills |
| Site Management | <ul style="list-style-type: none"> • Daily liaison with Office Manager about condition of school • Being present on H & S inspections • Involvement in production of 5 year maintenance plan • Management of contractors |
| Pool management | <ul style="list-style-type: none"> • Manage pool and aware of all H&S requirements relating to this – the school will ensure all training in relation to this is provided • Liaise with contractor in fixing any problems that Caretaker unqualified to repair • Ordering of chemicals through the office • Daily pool testing, back washing and other pool maintenance as required • Update in training as required |
| Cleaning | <ul style="list-style-type: none"> • Responsive cleaning & manage, monitor and liaise with NYCC cleaners |
| CPD | <ul style="list-style-type: none"> • Participate in training and other learning activities and performance development as required • Highlight additional training and supervision needs to build on your skills and knowledge. |

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| Health & Safety | <ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. |
| Effective communication | <ul style="list-style-type: none"> • Communicate effectively with all children, young people and staff in school. • Know that communication is a two-way process • Regular meetings with the Office Manager • Contact with leadership team in reporting major issues concerning opening of the school |
| Safeguarding and promoting the welfare of the child | <ul style="list-style-type: none"> • Be able to recognise when a child or young person is in danger or at risk of harm, and take action to protect them. • Know the boundaries of personal competence and responsibility, know when to involve others, and know where to get advice and support. • Have an awareness and basic knowledge, where appropriate, of the most recent legislation. • Be responsible for promoting and safeguarding the welfare of children and young people. • Trust, understanding, making the considered judgements. • If appropriate involving children and young people in maintenance & development of school • Understand your own role and its limits, and the importance of providing care or support when appropriate |
| Multi agency working | <ul style="list-style-type: none"> • Know your main job responsibilities within your working environment. • Know the value and expertise you bring to a team and that brought by your colleagues. • Know about employers' safeguarding and health and safety policies and procedures, and how they work in the wider working environment. |
| Sharing information | <ul style="list-style-type: none"> • Attend staff meetings and training days by agreement with the Headteacher • Understand the importance of sharing information and the dangers of not doing so. • Be aware of own (and others') professional boundaries. |
| Equalities | <ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement |
| Customer Service | <ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. |
| Date of issue | <ul style="list-style-type: none"> • <i>May 2013</i> |

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Equal Opportunities

North Yorkshire County Council supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities and a copy can be downloaded from www.northyorks.gov.uk. Your school will have its own policies adapted from the County Council's Policy.

**DIRECTORATE** CHILDREN AND YOUNG PEOPLE'S SERVI**PERSON SPECIFICATION****JOB TITLE:**

Caretaker

GRADE:

BAND 8 (to be confirmed)

| CRITERIA | ESSENTIAL | DESIRABLE | ASSESSMENT |
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| Qualifications & Training <ul style="list-style-type: none"> C & G qualification in craft, e.g. joiner electrician or similar | | X | 2, 4 & 5 |
| Experience <ul style="list-style-type: none"> Experience of cleaning and/or caretaking | X | | 2 & 4 |
| Skills & Knowledge <ul style="list-style-type: none"> Literacy and numeracy skills Knowledge of cleaning, heating, lighting and ventilation systems Building security Problem solving Judgemental skills Knowledge of health and safety regulations | X X X X | X | 2, 3 & 4 2 & 4 2 & 4 2 & 4 2 & 4 |
| Personal Qualities <ul style="list-style-type: none"> Ability to relate to staff and pupils Works on own initiative Organisational skills Ability to work successfully as part of a team | X X X X | | 2 & 4 2 & 4 2 & 4 2 & 4 |
| Other Requirements <ul style="list-style-type: none"> Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. To be committed to the school's policies and ethos To be committed to Continual Professional Development Available for evening, weekend and emergency call outs | X X X X | X | 2 & 4 2 & 4 2 & 4 2 & 4 |
| Equal opportunities <ul style="list-style-type: none"> To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery | X | | 2 & 4 |

Assessment: 1. Test prior to shortlisting (i.e. all applicants) 4. Probing at interview
2. From application form 5. Documentary Evidence
3. Test after shortlisting

Training identified

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| Pool management | Handover of how heating works |
| Working at heights and trained to see if ladders are safe to use | Location of all fuse boxes and meters |
| Asbestos | Understanding routes to be cleared in event of snow |
| Emergency lighting testing | Understanding which doors need to be unlocked |
| Alarm testing | Understanding how to test and reset all the different alarm systems |
| Legionella | |
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For staff who do have line management responsibility

You ensure that staff understand their individual contribution and that of the team to delivering the council's objectives and outcomes for customers. You empower staff to respond flexibly to the needs of customers, to secure the best outcomes using innovative means of delivery. You identify opportunities to reduce the costs of service delivery, whilst improving the customer experience and ensuring service excellence.

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| EFFECTIVE PERFORMANCE Level 1 | You are aware of how your work fits in with your Service Area's objectives. You demonstrate the skills and knowledge required for your role by performing effectively within it. You look for ways to continuously improve your performance. In line with your job description, you apply your knowledge and skills in a range of varied work activities performed in a variety of contexts. |
| KEEPING IT PROFESSIONAL Level 2 | You ensure that services provided by yourself and others are performed within the legal, regulatory, ethical and social requirements set out in your area of work by offering reliable and accurate advice and guidance to others |
| WORKING TOGETHER Level 2 | You build relationships that generate mutual trust. You support and guide others to ensure they are working as an effective team member by fostering a team approach to services. |
| COMMUNITY AND CUSTOMER FOCUS: Level 3 | You understand the groups of customers you are responsible for, including the communities that you support. You show an active commitment to providing and commissioning services that reflect customer needs. To achieve this you lead and manage effective communication that promotes positive outcomes for people. |
| KNOW AND DEVELOP YOURSELF AND OTHERS: Level 2 | You manage your own professional development to achieve your work objectives, your career and personal goals, identifying and addressing gaps in your skills, knowledge and understanding. You support your staff and/or colleagues to continuously learn and develop. |
| MANAGING CHANGE: Level 2 | You actively implement changes in your area of responsibility to meet local or strategic plans. You view change positively and you help others to understand that change is a part of their job. |
| INSPIRING OTHERS: Level 2 | You provide positive direction, motivation and support to others to achieve both team and personal work objectives. You value the contribution and ideas of others. |
| SKILL | |
| Decision Making Skills | * Makes decisions which may involve difficult choices or considered risks. * Able to make decisions based on relevant information. |
| Health & Safety Skills | Ensures compliance with Health and Safety procedures and promotes best practice. |
| Persuading, Influencing and Negotiating Skills | * Confidently uses persuasion, influencing and/or negotiation techniques to influence others in difficult situations. |
| Problem Solving Skills | * Uses creativity and innovation to generate solutions for difficult issues. * Identifies possible causes of problems and implements solutions to minimise future occurrence. |
| Project Working Skills | Takes responsibility for specific aspects of a project. |
| Resilience | * Works productively in a pressurised environment. * Acts calmly and recovers quickly from setbacks. |
| Written Communication Skills | * Communicates effectively in writing, using existing documents, formats and styles. * Completes accurate written records. |
| Risk Management Skills | Able to conduct formal risk assessments within area of responsibility. |