



Wimbledon College

Job Title:	<u>CARETAKER</u>
Salary:	Scale 3 Scale point 5-6
Hours:	35 hours per week, 52 weeks per year
Responsible to:	Report to the Site Supervisor on day to day matters
Line Manager:	Facilities Manager

Main purpose of post

To assist with the day-to-day operation of site security and cleanliness of the buildings and grounds and provide a safe working environment.

- Security of the school buildings and grounds
- Maintenance and repair of fittings, furniture, equipment and buildings to include renewal/replacement where appropriate.
- Health and safety monitoring
- Cleaning of designated areas and external hard surface areas within the grounds, and general care of the site
- General portage duties, including the movement of furniture and equipment within the school, as required
- Attendance at the site to provide access and supervision of lettings
- Supervise cleaning, apprentice site staff and contractors where appropriate

Duties and responsibilities

1. Security of Site and Premises
 - 1.1. Taking appropriate action to prevent or respond to trespassers, including informing the head master / deputy head, or police, as appropriate, of the presence of unauthorised intruders on the school site and of any damage to or theft from the school premises or grounds without delay.
 - 1.2. Opening all the gates and doors to the school premises at an appropriate time prior to the start of each day, deactivating intruder alarm systems; checking that the premises have not been disturbed or damaged; switching on lights where necessary.
 - 1.3. In liaison with cleaning services staff, securing the school premises at the end of each day. Checking the premises to ensure that all occupants have vacated the site; ensuring that all windows are closed and locked, that all unnecessary lights and electrical equipment are switched off; locking all secure areas, activating intruder alarm systems, external doors and gates, ensuring the safe keeping of all keys to the premises
 - 1.4. In the absence of the site supervisor, providing access to the school for authorised

- personnel or appropriate emergency services outside the normal hours of opening, including access in the event of flood, fire, burglary, accident or similar emergencies
- 1.5. Program electronic door entry systems
 - 1.6. Assist in ensuring that the school operates at maximum efficiency and economy with special regard to energy conservation e.g. take measures as instructed so that the required temperatures are maintained, identify and report heat loss or turn off devices left on. Provide monthly utility meter readings to identify usage and possible leaks.

2. H&S monitoring records

- 2.1. Legionella - Weekly flushing of the showers and record keeping.
- 2.2. Fire - weekly/monthly checks on all call points, emergency lighting, emergency door checks, record keeping. Facilitate/assist with fire drills.
- 2.3. Asbestos - ensuring contractors read and sign the asbestos register prior to commencing any work.
- 2.4. Assist with operation of the swimming pool and monitoring
- 2.5. Perform duties in line with H&S regulations (COSHH) and take action where hazards are identified to the Site Supervisor or Facilities Manager.

3. Maintenance, Repairs and Decoration

Within the overall constraints of workload, available time and the relative priorities established by the Facilities Manager, undertaking work from the following range of activities:

- 3.1. Carrying out routine procedures, on a regular basis, for the inspection, testing and minor servicing of ancillary equipment e.g. pumps, batteries, portable and fixed heaters, fire and burglar alarm systems including emergency lighting and firefighting equipment, to ensure that they are in an operational condition, referring matters to the site supervisor for remedial action to be taken, where appropriate.
- 3.2. Carrying out minor repairs, renewals and replacements to property, fixtures, fittings furniture and equipment, ensuring that they are in a safe and proper working condition
- 3.3. Cleaning, checking and replacing diffusers, shades, light bulbs, tubes, switches, sockets, plugs etc., undertaking minor repairs/replacement or referring matters to the Facilities Manager for remedial action to be taken, as necessary and appropriate
- 3.4. Ensuring that all gutters (on low level roofs), surface water drains and gullies are free flowing and clean, clearing any blockages where possible or referring matters to the Facilities Manager for remedial action to be taken, where necessary.
- 3.5. Erecting temporary fencing and undertaking repairs to existing fencing, as necessary
- 3.6. Undertake a range of re-decoration and minor maintenance work as agreed with the line manager.

4. Cleaning and Care of Premises and Grounds

- 4.1. Ensuring that all hard covered areas and paths on the school site are free from litter, weeds and the excessive accumulation of dirt or leaves e.g. twice (and as needed, especially before break times) daily litter pick, sweeping. Emptying and cleaning, on a daily basis, all litter bins.
- 4.2. Moving dustbins for the disposal of refuse as appropriate; disposing of other refuse by appropriate means
- 4.3. Checking and cleaning school mini buses
- 4.4. Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism, spillages, toilets and urinal overflows and sickness on the part of pupils etc., including the removal of graffiti from walls, furniture and fittings
- 4.5. Clearing snow/ice from paths, as necessary to provide safe pedestrian access to the school site and between buildings, including the spreading of rock salt, as appropriate

5. Porterage and General Duties

- 5.1. Removing, laying out, stacking and transporting furniture and equipment within the school, as required, including preparations for and clearing up after activities taking place outside normal school hours, such as parents' meetings and activities for pupils
- 5.2. Ensuring, within the budgetary provision available, a proper supply of appropriate cleaning materials and toilet requisites including refuse sacks and bins, and ordering replacements. Receiving, checking, storing and distributing within the school all stores, materials and other goods and making appropriate arrangements for the despatch or collection of goods from the school.
- 5.3. Check toilets periodically during the day after break times carry out emergency cleaning in critical areas and make known any broken locks, hand driers or sanitary ware. Replenish soap, towels, toilet paper to all lavatories on the site as necessary.

6. Lettings

- 6.1. Lettings occur on a regular basis at the premises and a member of the site management team is required to attend the site, providing access to users, make provision for heat, lighting and furniture relocation. On completion to clean the premises, relocate furniture and equipment and secure the premises.

7. Supporting the School

- 7.1. Attending such appropriate training courses, in connection with caretaking, maintenance and cleaning matters, as may be required from time to time, to ensure that a satisfactory level of performance and an up-to-date knowledge of methods and materials is maintained; actively seek other learning activities
- 7.2. To attend and participate in meetings as required.
- 7.3. To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all, treating all users of the school with courtesy and respect
- 7.4. To participate in performance development/appraisal, contributing to the overall planning, development, ethos, work, aims and organisation of support service to the school.
- 7.5. Be aware and comply with school policies and procedures. Including child protection, Prevent, health, safety and data security. Reporting any concerns to an appropriate person.
- 7.6. Promote and ensure the health and safety of children, staff and visitors and user groups (in accordance with health and safety legislation) at all times
- 7.7. To be aware of confidential issues linked to pupil/staff/schoolwork and to keep confidences appropriately.
- 7.8. To undertake other appropriate tasks as directed by line managers or the Head Master in order to maintain the effective and efficient day-to-day operations of the premises

Hours are worked by pre planned agreement with line manager. These hours may include early/late or split shifts. The post holder will be expected to work extended days in busy seasons with time off in lieu. Attendance at evening meetings and events may be required.

January 2019