

Ferryhill Business and Enterprise College

Job Title:	Caretaker
Grade:	Grade 4
Hours:	Full Time (37 hours)
Reporting to:	Premises Manager - Overall

Main Duties:

Included in this grading is:

- A back-up key-holder responsibility allowance

Additional payments will be made for overtime for:

- Lettings
- Additional hours related to the opening/closing of the college as directed by the Business Manager.

College Policy

As Caretaker it is expected that a commitment to the college be demonstrated by.

- Promoting the college mission, aims and ethos.
- Adopting working practices that adhere to all of the college policies at all times.
- Actively contributing to and working as a member of the whole college staff team.
- Work to achieve a clean safe and secure environment for the college building and grounds.

Training

The Caretaker will undertake any training, as identified by college, relating to:

- Premises/grounds management
- Use of equipment
- Health & Safety
- Technical support

Security/Access

- The opening of the buildings and grounds and closing of the same, at times that are convenient to allow college to fulfil its identified needs. This will include using the premises for out of hours learning, summer schools, college shows and events, fund raising activities, lettings both inside and out of the school building. Payment will be made to the Caretaker for additional hours of work expected by such openings/closings that require additional hours of work.
- Be identified by the colleges' security alarm company for back – up' first call out contact'.

- Ensure that 'first call out' coverage is maintained at all times and is always known to the head or line manager.
- Carry out necessary work, resulting from emergencies, that relates to security.
- To carry out security procedures, both during and outside of college hours.
- To carry out periodic inspections of the college premises and grounds at weekends.
- To maintain the fire alarm system and notify the Business Manager when the alarm company needs to reset the system.
- To provide safe and adequate access to the college during inclement weather, to clear and salt all paths when necessary and to clear the main college gates of snow, when necessary.
- To notify the police of any damage/vandalism and to attend to the resulting problem. Report incidents to head or Line Manager.
- To prevent trespass on school premises or grounds by requesting unknown persons on site to furnish proof of identity, referring to the Head Teacher, Business Manager or ULT and police where necessary. Where appropriate, to prevent unauthorised parking and use of vehicles on the school site.

General Maintenance

Carrying out repairs and maintenance which are not beyond the scope of a competent DIY person:

- Unblock sinks, hand basins, toilets (urinals and W.C pans) and waste taps:
- Replace tap washers, check and adjust ballcocks;
- Carry out minor plumbing repairs.
- To carry out any repairs/maintenance/minor repairs/improvements as directed by the Head/Line Manager. This will include general handyman tasks such as painting, basic plumbing, woodwork, floor tile repair etc.
- Report any repairs and maintenance work, which is beyond the capability of the caretaking staff to the Business Manager. Report faulty caretaking or cleaning machinery to the appropriate DCC contracted repairer e.g. IT Services
- Directing workmen and contractors to the sites of repair and maintenance work and notify the Business Manager to go and inspect their work where there is a requirement to sign a completion note or carry this out on their behalf.
- Carry out emergency procedures or temporary repairs in the event of a fire, flood, breaking and entering, accident, vandalism or major damage.
- Carry out regular maintenance as directed by the Business Manager.
- Ensure that all caretaking equipment is operated in a safe manner. All defects are to be reported to the Business Manager.
- Ensure safe practices are adhered to when cleaning or maintaining the premises or grounds.
- Order parts needed for general school maintenance repairs including decoration of school building and cleaning supplies for both the caretaking and cleaning teams

Ensure regular maintenance is maintained on:

- Unblock sinks, hand basins, toilet, and waste traps
- Lubricate doors and window fittings

- Accessible drains/guttering
- Light bulbs and starter units
- Fit and refit coat hooks, shelves, display boards and notice boards.
- Maintain and carry out minor repairs to curtains and fittings
- Replace clock batteries
- Make safe broken windows by effective temporary boarding up
- Check operation of Venetian and vertical blinds and repair as necessary where possible.
- Removal of paint, graffiti and chewing gum from walls, floors and furniture.
- Painting and repainting doors/walls where necessary
- Other tasks that require simple handyman skills.
- Other items as agreed with Line manager

Heating System

- Ensure adequate heating during the heating season, 1st October to 31st April, at other times when temperatures fall below statutory limits and as deemed by the Head or Business Manager.
- Ensure all heating systems are maintained and regularly serviced
- Maintain heating plant equipment, including clean work screws, and the weekly greasing of circulating pumps.
- Read water, electricity and gas meters weekly and input these readings into computer system linking with the PHD.
- Operate all of the energy systems in an effective manner as directed by the Fuel Efficiency Officers at County Hall, including the checking of room thermostats.
- Take meter readings and notify these to the Energy Management Unit as required
- Remove debris and vacuum the filters of fan convection units monthly.
- Report any case of malfunction with the heating plant, radiators and heating units.
- Ensure gas leaks are always dealt with quickly by the relevant gas board emergency services.
- Ensure Boiler Houses are kept tidy and free from all combustible 'foreign' materials. Installations must be swept down and/or vacuumed at regular intervals and at least monthly.

Cleaning

- To maintain clean premises, particularly during the day when the cleaners are not on site.
- To monitor and maintain all toilets at regular intervals throughout the college day.
- To assist the Cleaners to carry out their duties, as directed by the Head Teacher or Business Manager e.g. moving furniture/equipment to allow cleaning to occur.
- To carry out emergency cleaning needs
- Ensure that all litterbins inside of college and outside in the school grounds are emptied on a daily basis.
- To order in cleaning supplies as and when needed

- To make up orders submitted by cleaners re cleaning cupboard requirements
- To report faulty cleaning machinery to IT Services
- To order, through the Finance Office, daily cleaning supplies as required by the caretaking staff to maintain building. Ensuring that adequate supplies of appropriate fuel and person hygiene products e.g. toilets roll, paper towels etc. are available and for ordering supplies at the appropriate time.

Porterage

- Assisting with the unloading of goods.
- To take delivery of goods and equipment from suppliers, checking the contents against the delivery notes, seeing that the items are securely stored and notifying the Finance Officer of the deliveries.
- To move furniture, goods and equipment to staff on the instructions of the Finance Officer.
- To move furniture and equipment around the college as required by the Head or Business Manager.

Grounds Maintenance

- Ensure that all hard surfaces and paths are clear
- Ensure that all drains and gullies are free flowing and clean
- Ensure that the grounds are free from litter and heavy deposits of leaves or rubbish.
- To provide daily reports to the Business Manager of the needs in respect of repairs and maintenance of the grounds.
- To monitor the work and service provided by the Grounds Maintenance contract.
- Contribute to the routine repair and maintenance of the grounds, e.g. some maintenance of flowerbed, trimming of trees and shrubs, removal of weeds from hard surface areas and from the edge of buildings.
- Treat paths with rock salt or clear during periods of inclement weather as per the gritting plan.
- Maintain the litter collection skips/bins in a safe and efficient manner.
- Liaise with the kitchen such that their refuse can be stored effectively.
- Requisition consumable equipment from the Finance Office, e.g. refuse sacks, and undertake stock checks in relation to these materials.

External Contractors

To supervise the work of site contractors involved with:

- Building repairs and construction
- Equipment repairs
- Heating and engineering repairs
- Grounds maintenance
- Cabling
- Energy services
- Refuse collection
- Energy
- Health & Safety inspections
- Demolition

- Any other associated work
- To monitor the working practices of external contractors to see that the college environment is kept safe for pupils at all times. Contact should be made with the Business Manager if he/ she has any cause for concern.

Protective clothing

- Wear the relevant protective clothing at all times.
- Inform the Business Manager of any replacement needs or upgrading of protective clothing needed.

Annual Leave

- To annually submit a list of holidays for approval by the Business Manager
- To take leave at times that is different to the other Caretaker, and by doing so allow continuation of caretaking at college.

The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.