Job Title – Caretaker

Grade – Scale 2

Job Description

|  |
| --- |
| Job Purpose |
| * To provide a caretaker service at Council managed properties including Schools. |
| Major Tasks |
| * To support the Councils vision and priorities both internally and externally. * To provide a secure and safe working environment at the place of work. * To carry out such tasks that will facilitate business continuity at the place of work e.g. minor repair works, fire prevention and safety support, recycling waste materials, monitoring utilities usage. * Carry out minor repair and maintenance tasks at the workplace or commission the services of contractors if necessary and as directed by the head teacher or building manager. * Assist with the testing and monitoring of essential equipment and services at the workplace to satisfy the requirements of various health & safety legislation. * Support colleagues within the service area at other sites when necessary. * To act as main keyholder for the building and have responsibility for opening and closing the facility as required. |
| Contacts & Relationships |
| * Facilities Team Leader - Regular contact to ensure that the Team Leader is informed of any service delivery issues, ongoing initiatives and schemes. * Headteacher/Business Manager – Regular direct contact with the Head teachers and/or Business Manager on a range of issues in support of the schools operational management. * School Staff – Regular contact to ensure the buildings remain functional. * Parents – to support the school management with dealing with parental issues. * Contractors - Regular contact to support delivery of work on site. |
| Creativity |
| * The post holder must be able to approach the diverse nature of the role in a creative and sometimes spontaneous manner to facilitate business continuity at designated properties. * The postholder will be required to identify innovative ideas and initiatives to aid school sites. |
| Decisions |
| * The postholder is required to make daily routine decisions regarding work prioritisation. * The postholder will be required to advise a range of staff including Head teachers in carrying out the duties of the post. * Whilst decision making will be important, it is expected that any decisions relating to policy changes, financial management or has political interest will be cleared through the postholder’s line manager. |
| Management & Supervision |
| * The postholder has no direct supervisory responsibilities |
| Supervision Received |
| * The postholder is responsible to the team leader. They will be required to act on their own initiative to identify and resolve problems on site. * The independent nature of the post means that the postholder will have a great deal of autonomy to manage their own programme of work in liaison with the school management. |
| Complexity |
| * The post holder will be able to demonstrate that they have good property maintenance skills both theoretical and practical as well as the ability to maintain work related records, reports etc. * The post holder will be practiced in the requirements of relevant health & safety legislation |
| Resources |
| Use small hand held tools  Key holding responsibility e.g. opening and shutting the school |
| Impact |
| Will ensure the school is opened and closed in a safe, secure and timely manner  Will carry out other facilities management tasks such as changing light bulbs, moving rubbish bins, gritting footpaths, adjusting heating to ensure the school is a safe and pleasant environment in which to teach and learn |
| Physical Demands |
| Regular inspections of school buildings and grounds  Light duties such as moving bins, opening and closing gates |
| Working Environment |
| School based but on occasion may need to go outside to inspect grounds, empty bins, and grit footpaths. Work can usually be planned to avoid inclement weather |
| Emotional Context |
| The role does not involve having contact with upsetting/distressing subject matter as an inherent part of the job |
| Other |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

Person Specification

|  |  |
| --- | --- |
| Criteria | Standard |
| Qualifications | * GCSE’s |
| Experience | * The postholder must have significant relevant experience in work with operational sites in a similar role |
| Knowledge | * A good understanding of health & safety requirements are essential to fulfil the requirements of the role. |
| Skills | * ICT Skills * Ability to carry out minor repair & maintenance repairs. * Sense of duty and responsibility for the operation and security of a large complex/school and for the maintenance of a safe environment. * Able to organise own work patterns and also to work unsupervised. |
| Personal style & behaviours | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages. * The post holder must be prepared to work unsociable hours from time to time including evenings/weekends and bank holidays. * Develops good relationships with others by behaving with integrity, treating people with respect and leading by example. * Demonstrates creativity, initiative, diplomacy, resourcefulness and resilience in a demanding and fast-paced environment. * The ability to work independently but also be a good team player |
| Fluency Duty | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.   * The post holder will: * Primarily taking instructions from school staff and feeding back to them orally * Some limited verbal communication with parents and children at start and end of school hours |
| Political Restrictions\*\* |  |

……………………………………………………………………………………………………………

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

……………………………………………………………………………………………………………

|  |  |
| --- | --- |
| Type of criminal records checks required for this post | Ticked as required |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

*\*\* Political Restrictions*

*Certain posts in the council are designated as ‘politically restricted’, which means that the post holder must not have any active political role either in or outside of work. Employees who have politically restricted posts are responsible for ensuring they do not engage in restricted activities. Where a post has been identified as politically restricted, the following statement must be included within the Person Specification:*

This post has been identified as being politically restricted.

*Where the post has been identified as not being politically restricted, the following statement must be included:*

This post is not subject to political restrictions.