



Role Description & Person Specification

Caretaker

Department of Education, Sport and Culture

What will you do?

The main purpose of the job is to ensure a high standard of cleanliness and hygiene, assume delegated responsibility and accountability for the maintenance of school buildings, assume delegated responsibility for ensuring strict Health and Safety standards are met, ensure the security of the site is maintained and undertake day to day supervision of cleaning staff. The Caretaker works under the direction of the Head teacher of the school, Central Estates Management, Department of Education, Sport and Culture.

What does that involve?

To be effective in the role the post holder must be well organised, self-motivated and be able to work unsupervised. The post holder is expected to use independent judgement and initiative on a daily basis in planning some aspects of the work schedule.

Working on site the post holder is a front line representative at the site, therefore the post holder must be able to interact and communicate both in person and in writing with both members of the public, users, students and staff in an appropriate manner. They may be required to work in various areas/sites that come under the Department of Education, Sport and Culture, including such locations as Primary & Secondary Schools, National Sports Centre and the Villa Gaiety Complex, making the areas clean and safe for Students, Staff and the Public who use the buildings/sites.

The post holder is expected to monitor the area of work and ensure that they are kept free from obstructions, and identify any Health & Safety issues or hygiene related problems. This means that they have to be actively involved in the continuous monitoring and reporting of Health and Safety concerns and maintenance issues. Following relevant training, they will be expected to take immediate action when an incident occurs along with the testing of the Fire Alarm system and take action as required.

The post holder is an active member of the cleaning and caretaking team within the Department of Education, Sport & Culture. They will be required to establish and maintain positive working relationships with their cleaning and caretaking colleagues across the organisation, and work closely with the local zone site manager to providing an effective, professional and customer focused.

The post holder will be required to have good reading skills, being competent to independently review and comprehend standard requirements from the users of the premises/site. In addition they should have good written skills, to make clear records e.g.

accident record book, fire test log book, time sheets, records of stock and be familiar with the risk assessments and COSHH assessments on all chemicals.

In carrying out these duties the post holder will be required to:

1. Staff

The Caretaker is responsible for:

- Day to day supervision of cleaning staff including contract/relief staff.
- Organising work programmes and training for cleaning staff.
- Organisation of cover for holidays and sickness.
- Management of attendance at work, holding and maintaining accurate records of staff attendance/absence – staff wellbeing.
- Completion of all paperwork/processes relating to the Cleaning and Caretaking team including HR documentation.
- The recruitment and selection of cleaning staff where applicable.
- Identifying and liaising to arrange staff training as required.
- Ensuring that all staff take responsibility for their own personal hygiene, health and safety and that appropriate clothing and footwear is worn at all times.

2. Resources

The Caretaker is responsible for:

- The ordering of provisions within established procedures and agreed budgets and from approved suppliers.
- Ensuring inspection of delivered goods including compliance with purchase specification, overall quality, quantity and weight, checking for damage, and complying with storage instructions.
- The safe storage of cleaning materials.
- Porterage duties.
- Monitoring fuel consumption and ordering as required.
- Stock maintenance including advising the zone site manager and Head of Estates Management regarding cleaning requirements, ordering and procuring cleaning materials and small contracts.
- Liaison with Central Estates Office for the ordering of cleaning materials as required.

3. Cleaning

The Caretaker is responsible for:

- Cleanliness of the premises/site including external footpaths, play areas, gullies and drains.
- Working as part of the cleaning team as and when required.
- Washing, cleaning, sweeping, tidying, vacuum cleaning, polishing and dusting in various areas of site/premises, including cleaning windows/door glass cleaning brush heads, changing filters and bags.
- Removal of litter receptacles for disposal.
- Cleaning of toilets, showers and associated fittings.

- Using mechanical powered equipment where appropriate and upkeep, e.g. polishing machines, scrubbing machines, vacuum cleaning wet and dry and carpet shampooers.

4. Maintenance

The Caretaker is responsible for:

- Maintenance and repair to the fabric fixtures and fittings of the building, identification of defects and reports to ESS Facilities Maintenance helpdesk.
- Maintenance and repair of furniture.
- Minor redecoration and repairs as required.
- Maintenance and replacement of lamps and plugs.
- Knowledge of heating plant, clean and lubricate plant as required.
- Knowledge of lighting systems and disposition of fuse boards.
- Moving of furniture and equipment.

3. Health & Safety

The Caretaker is responsible for:

- Conducting a regular programme of safety checks and advising the site management regarding damage and defects to the building or its equipment.
- Awareness and compliance with health and safety in working area on a day to day basis and ensuring, as far as reasonably practicable, that he/she is familiar with all relevant health and safety legislation and recommendations and that these are observed within his/her areas of responsibility.
- Compliance of Health and Safety and COSHH advice and/or legislation.
- Recommended safe working practises for all cleaning tasks and an understanding of the risk assessments, ensuring a risk assessment is completed before any potentially hazardous task is commenced.
- Direct outside contractors on behalf of the site for minor works to be carried out, to make sure that all contractors comply with Health and Safety and site requirements.
- Ensuring that equipment is safe, maintained and fit for purpose, assisting with sourcing repairs and replacements as necessary.
- Checking and testing fire alarm system and recording any defects.
- Taking responsibility for own health and safety and welfare and that of anyone else who may be affected by any acts/omissions on the post holder's behalf.
- Making contributions to Site H&S Reviews.
- Using equipment appropriately, correctly, safely at all times and ensuring staff to do the same.
- Liaising with contractors, lettings and other site users and assisting the delegated Local line manager in ensuring that all comply with the site's Health and Safety Policy.
- Undertaking and complying with Risk Assessments.
- Operating and monitoring the school CCTV system and under direction liaising with appropriate outside agencies regarding information reporting and access.
- Take responsibility for own personal hygiene, health and safety and ensure that appropriate clothing and footwear are worn at all times.

5. Security

The Caretaker is responsible for:

- Maintaining and ensuring the security of the premises and its contents.
 - Being a key/alarm code holder.
 - Checking and testing the fire alarm system and recording any defects.
 - Assisting ESS Facilities Maintenance with access and securing of site for ESS contractors.
 - Monitoring and operating CCTV (where fitted) within the guidelines of the Data Protection Act and reporting all incidents
- Take responsibility for own personal hygiene, health and safety and ensure that appropriate clothing and footwear are worn at all time.

6. General

Working in partnership with other Site Managers and Caretakers along with the school management the Caretaker is responsible for:

- Maintaining positive working relationships and supporting colleagues.
- Undertaking an active role in the established cleaning and caretaking zone and maintaining a positive working relationship with the zone manager.
- Contributing to a quality service, working within agreed standards.
- Developing appropriate relationships with students/building users and having an awareness of learning disabilities and/or challenging behaviour
- Maintaining confidentiality and respecting service users choice.
- Maintaining a standard of conduct which promotes confidence of staff and the public in the ability of the caretaker and the site as a whole.
- Ensuring personal skills and knowledge remain up to date and undertaking relevant training around skills, as required, H&S, equipment, hygiene or relevant service user/ practice issues.
- Ensuring the site is open and ready for use each day.
- The post holder may be offered to undertake evening duties as required, regularly assist with the delivery of the Lettings service to public groups and organisations.
- Provide additional cover if and when required when other members of the team throughout the Caretaking & Cleaning establishments that are absent from work or due to infrequent circumstances which demands extra cover.
- Carrying out any other appropriate duties as are required by the line manager.

Skills required For This Post Are:

- Maintaining good working relationships, good interpersonal skills and good organisation skills.
- Contributing to a quality service, working within agreed standards.
- Maintaining confidentiality.
- Ability to work on own initiative and be adaptable and able to change.
- Knowledge and experience of IT, e.g. Word, Excel and use of outlook, email etc.

SAFEGUARDING

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

What do you need to be successful in this role?

Attributes	Essential or Desirable	Method of Assessment
Credibility		
5 GCSE's at grade C (4) or above, including GCSE Maths and English.	Desirable	CV
Current First Aid Certificate.	Desirable	CV
Previous experience of working in a Caretaking/Cleaning role.	Desirable	CV/Interview
Work related qualifications, e.g. Health and Safety, COSHH, PAT Testing, Working at height or equivalent.	Desirable	CV/Interview
Capability		
Understanding of the importance of the role in terms of site security, cleanliness and hygiene. Understanding of building management systems (BMS), e.g. Trend, fire alarms, security alarms.	Essential	CV/Interview
Experience of cleaning or various areas and the appropriate use of cleaning equipment and materials. Understanding of the basic hazards of site management and the correct storage and safe use of machinery and chemicals.	Essential	CV/Interview
Awareness of the requirement for Health & Safety in the work place and the ability to comply with Health and Safety Policies and Regulations.	Essential	CV/Interview
Ability to organise rotas, order materials and to attend to basic paperwork and reports. This includes experience of leading and supervising a team on a day to day basis and to show initiative when required.	Essential	CV/Interview
Ability to work effectively independently and a positive member of the Caretaking and Cleaning team, must be flexible and adaptable.	Essential	CV/Interview

Good interpersonal and communication skills, with the ability to communicate effectively with colleagues, children and parent.	Essential	CV/Interview
Ability and desire to achieve high standards, be able to discuss the areas to be cleaned and the equipment to be used with the team on site and across the Department.	Essential	CV/Interview
Character		
Positive approach to challenges and change with a willingness to be trained and to apply new skills.	Essential	CV/Interview
Positive and active contributor to the life of the school, taking pride in completing the job and achieving a good performance that is measurable.	Essential	CV/Interview
Commitment to and understanding of equal opportunities, treating everyone fairly and with decency.	Essential	CV/Interview
Value others skills and diversity of others, including being thoughtful, caring and supportive.	Essential	CV/Interview
Good team worker but able to undertake cleaning tasks without direct supervision when required.	Essential	CV/Interview
Enthusiastic and energetic with the ability to inspire and motivate others within the team to provide a clean and safe environment for all users.	Essential	CV/Interview
Sensitive to the working environment and the demands of working around children, and understand the importance of being a positive role model.	Essential	CV/Interview
Discrete and maintain confidentiality, working in a culture that is open, honest and supportive.	Essential	CV/Interview
Other requirements		
Physically able to carry out the requirements of the role. Please note, this role involves standing, walking, scrubbing, lifting and carrying, sometimes in awkward positions. It also involves working with equipment that can be noisy and vibrates.	Essential	Pre-employment checks

Ability to work with a wide range of cleaning materials, including chemicals.	Essential	Pre-employment checks
Satisfactory police check.	Essential	Pre-employment checks
Isle of Man Worker.	Desirable	Application