



JOB DESCRIPTION

Job Title:	Premises and Caretaking Operative	Department:	Operations
Hours of Work:	40 hours per week as per the Site Services rota system.		
Responsible To:	Senior Caretaker	Responsible For:	N/A

Summary of Role:

To provide a professional caretaking service to both the school and commercial functions of the organisation.

Carry out general works around the school to include initial first line response to minor day to day maintenance requirements. To carry out general portage and deliveries arounds the school

To provide premises and caretaker duties in conjunction with three other team members, including general site security, to ensure the smooth running of the school equipment and fittings providing heating and fire safety. To ensure all tasks required for a particular shift have been undertaken, including jobs that are submitted via the service desk which should be prioritised and completed in a timely fashion in line with School policies and procedures.

To provide site services around the year on a shift basis, with the requirement to be able to work flexibly within that to cover annual leave and sickness absence.

Specific Responsibilities:

General

- Delivery of security services that meet prescribed standards for all school buildings as directed by the Site Services Manager, Director of Estates or the Director of Finance and Operations.
- Report and where possible repair all identified H&S or maintenance defects involving furniture, furnishings, fittings and buildings fabric according to established procedures.
- Other such general duties as may be reasonably requested from time to time by the Lead Caretaker, Director of Estates or Director of Finance and Operations.
- Carry out water quality checks and chemical dosing at the swimming pool as required and following pool plant operator training guidelines.
- General works to include tightening screws, changing bulbs, painting and decorating. If unable to carry out a repair, escalate to the Maintenance department as required.

Fire safety

- Provide oversight of fire safety matters when on duty, including operation of the fire alarm system, checking that all firefighting devices, extinguishers and fire signs are in place.
- Function check of fire alarm system and liaison with relevant contractors.
- Ensure main thoroughfares of the School comply with fire safety requirements and remain safe at all times.
- Respond to fire alarms in accordance with written Fire Alarm Procedure.
- Assist in the maintenance of a fire door check register and carry out fire door inspections as required.

- Record of fire alarm evacuations and tests.

Security

- Respond to all emergency situations when on duty. Unlock the School and ensure principal road barrier is raised at the designated time each morning and lock again at designated time each evening.
- Follow School lock-up routine each evening ensuring all unnecessary light and heating is off as required.
- Oversee the out of hours control of all persons entering and exiting the school campus, including contractors and couriers to ensure full implementation of site security procedures.
- Conduct routine security checks and control the opening of the doors for contractors.
- Monitor access and egress CCTV cameras as directed by the Lead Caretaker or Director of Estates.
- Carry out CCTV investigations as authorised and directed by the appropriate senior leader, and in line with Woldingham Schools' CCTV Policy and associated procedures.
- Provide effective operation of all School intruder alarms ensuring codes are supplied only to authorised people.
- Provide, control and issue of all School key and door entry fobs as instructed by the Lead Caretaker or Director of Estates. All keys and fobs issued to students and staff within the school site are to be signed for in the Key Register ensuring a full record of all key issues is maintained.
- Operation and maintenance of all School locks.
- Undertake relevant security training as required.
- Carry out regular Health and Safety inspections of slips and trips around the school specifically looking for slips and trips in accordance with the health and safety policy.
- Follow health and safety risk assessments and policy as directed by the Lead Caretaker or Director of Estates.

Operations

- Carry the duty mobile phone. When leaving site when on duty, the Caretaker responsibilities are to be handed over to an authorised relief.
- Undertake pro-active, immediate action to prevent or minimise the effect of any incident or emergency within the School that threatens the safety of the School or the wellbeing of staff, students, or visitors to the School.
- Attend in the event of any accident, incident or fire and will initiate action to deal with fire, floods, or spills. Action taken is to be reported to the duty senior member of staff as soon as possible after the event.
- Report any immediate maintenance to School fittings and fixtures to avoid breaching H&S requirements and/or prevent accidents from occurring. The School Maintenance Department should be tasked via the SD system.
- Undertake the replacement of easy access lighting electric lamps and fluorescent tubes having regard to working at H&S regulations. Appropriate stocks of required lamps/bulbs/tubes are to be maintained.
- Responsible for ensuring all School clocks are accounted for and are functioning correctly and are showing the correct time.
- Manage any requests for portable heaters and cooling fans.
- Ensure all security and site tasks continue to be effectively performed to the required standards, during weekends and out of School hours and period. In particular, tasks that may require to be undertaken at weekends include unlocking areas of the School as required by teachers and students, transport of pupils between the School and the station.
- Assist with driving duties and provide ad hoc shuttle services to the station.
- Work together with the School Maintenance and Grounds staff in the provision of manpower to help service school requirements for School or letting events.
- Take delivery of parcels and packages either in person or collect from the designated delivery point and deliver to main house.

Car Parking

- Provide overall supervision of car parking and signage for School or external functions held across the School site, liaising as required with Head Gardener for additional manpower when necessary.
- Assist staff, students and visitors in complying with School car parking regulations and enforcing such.
- Ensure that appropriate signage is put in place for events and that car parks are marshalled during busy periods.

Sustainability

- Manage recycling in line with the agreed procedures.
- Dispose of all hazardous electrical waste in the designated waste containers in accordance with H&S legislation.

Energy

- Provide a weekly check of the level of fuel supplies required by the School.
- Ordering of all fuel supplies for the school through a range of local suppliers to sustain required levels. In this respect, a requirement to anticipate any unusual market or other circumstances do not denude the School of adequate stock.
- Ensure all energy supplies are invoiced to the School.
- During fuel deliveries, accompany the fuel delivery operator and ensure accurate records are made at delivery points in accordance with the Procedures.
- Undertake routine inspections on plantrooms and reporting any heating, cooling or ventilation issues to the Maintenance department during core hours or placing a call for an emergency response outside of core hours

PAT Testing

- Assist with the periodic PAT testing of boarding students' portable electrical appliances and respond to requests for PAT testing of individual items belonging to the girls.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
• 3-5 years' experience working in a similar role. • Prior knowledge or experience of working with heating and fire alarm systems in a commercial environment. • Security experience. • Hold a full driving licence including Category D or equivalent. • Computer literate in all Microsoft packages including Outlook and comfortable with PC software systems for fire, ACT and CCTV. • To be pro-active; able to demonstrate self-motivation and the use of initiative in undertaking tasks • A good standard of English literacy and numeracy and basic IT skills.	• Good working knowledge of H&S at Work Regulations including working at height and manual handling and COSHH regulations. • Experience working across a large site, School, or College.
Personal Behaviours	
• Excellent approach to customer service. • Ability to be flexible within working hours, using initiative to prioritise your workload when tasks allow. A lot of lone working is required, particularly on evening and night shift. • Good communication and interpersonal skills and the capability to mix easily and work with public, parents and staff. • Be practical, resourceful, and flexible and be able to take the initiative. • Ability to work as part of the bursarial team but also independently when on duty. • Ability to work without supervision with energy and enthusiasm. • Solution focused. • To be aware of the responsibility for personal health and safety as well as that of others in undertaking your duties as Site Officer. • Committed to the safeguarding of our students and visitors and supporting the ethos of the school.	• Working knowledge of lifts or willingness to learn. • Develop more efficient and cost-effective ways of working. • Ability to use a range of work tools to undertake interim fixing on occasion.
Ethos and Whole School Values	
• Able to operate at the heart of the school community.	

- Committed to the Sacred Heart Values - Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.	
Safeguarding and Pastoral	
- Committed to safeguarding and promoting the welfare of children and young people. - A satisfactory Enhanced Disclosure from the DBS.	

Terms and Benefits

- Start Date:** ASAP
- Working hours.** This is a full-time position. Hours of work will be 40 hours per week, 52 weeks per year in line with the shift pattern for Caretakers Monday to Sunday.
- Salary.** Circa £24,000 to £28,000, depending on experience.
- Holiday.** The holiday entitlement is 5 weeks per year plus public holidays. It is expected that holiday will normally be taken in school holidays.
- Pension.** The Site Officer be auto enrolled into the School's pension scheme, which includes life assurance.
- Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- Parking.** There is free parking on site.
- Gym and Pool.** There are staff sessions for use of these facilities.
- Uniform.** A uniform will be provided.
- Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.