

Isle of Anglesey County Council

Job Description

Job Title: School Caretaker – 2 Jobs (We welcome applications from part time applicants)

Post Number: 2814

Directorate: Lifelong Learning

Service Unit : Ysgol Uwchradd Bodedern

Grade: 2 (£21189-£21575)

Working Hours 37 hours per week (not including meal times)

Working hours and pattern tbc

Work pattern 1: Monday to Friday 7am – 2.30pm (37hrs)

Work pattern 2: Monday to Friday 1.45 pm – 9.15 pm (37hrs)

When use is made of the school at the weekend the caretaker is expected to be present to keep track of the safety of the building and lock up at the end of the day.

When overtime is paid to the carer they are expected to undertake work around the building.

General purpose of the role:

Providing an effective and efficient service on site, including ensuring the safety of the buildings and the areas around them, heating and lighting the buildings, cleaning and tidying specific areas, portering and some maintenance work.

Main Responsibilities / Keys Tasks:

- Ensure that the buildings are opened at the start of the day and secure at night.
- Ensure the safety of the site by monitoring and activating intruder alarms and fire alarms, reporting back the relevant person on any faults and ensure that the site is used appropriately and safely.
- Ensure adherence to the school's the Health, Safety & Welfare policy
- Operating the heating system in the accordance with the guidelines
- Maintain the boiler room and machinery as appropriate and report any faults immediately
- Be present in the building as required outside normal working hours is the alarm sounds or in any other emergency

- Undertake some maintenance work and repair as and when required (e.g painting doors, classrooms or corridors, repairing doors and locks etc)
- Ensure that waste is disposed of from the building and the schools grounds efficiently including recycling.
- Maintain the building and surrounding areas in a clean and tidy manner, including clearing snow / gritting as required and collection of rubbish
- Clearing work, wood cutting (following appropriate training), tidying and maintaining resources in the Technology Department.
- Ensure sufficient stock of cleaning supplies and distribute as required
- Monitoring the cleaning of buildings and maintain school grounds by contractors in accordance with established procedures
- Drive the school's minibus occasionally (following the appropriate training)
- Set up the halls for services, examinations and specific events by moving desks and chairs
- Responsible for maintaining hand tools safely
- Contact contractors/County as required in order to respond to any deficiencies (in consultation with Line Manager)
- To comply with the local authority's corporate Safeguarding Policy and the safeguarding duties and responsibilities that this policy sets out on all employees, in line with the Authority's core values which includes supporting children, adults in danger and their families to keep them safe and healthy

Position in the Organisation:

Report to: Member of the Senior Management team responsible for Building and Health and Safety

Responsible for: Monitoring the site daily and responding to any defects

Staff responsible for:

Financial Resources

Physical Resources

Delegation

Requirements of the role:

Physical requirements: Moving from one place to another within the building in order to monitor, open and close, maintain and preserve. Move light furniture such as chairs and desks.
Dispose and collect rubbish.

Mental requirements: (a) understand and implement Health and Safety policies and procedures

Emotional requirements:

Lanuage requirements:

Job – Welsh ESSENTIAL

Oral:

Welsh

Standard conversation / sharing information

English

Standard conversation / sharing information

Other

Please note:

Written:

Welsh

Record simple messages / e-mails

English

Record simple messages / e-mails

Working arrangments and conditions:

Working week: 52 weeks (full time)

Contracted hours: 37 hours a week (timetable to be agreed)

Designated work location: Ysgol Uwchradd Bodedern

Usual work location : School campus

Business travel: No business travel

Faced with adverse working conditions

Environmental

Peth

Difficult/Agressive Clients

Minimum – occasional contact with pupils

Other conditions:

DBS Check required

Higher level

Flexibility / Work restrictions

Role with Political restrictions

Yes

No

Provide home phone/mobile

Yes

No

Provide protective clothing:

Yes



No

Flexibility

Your attention is drawn to the fact that some duties and responsibilities are difficult to define and they can vary from time to time without changing the general character of the duties and the level of responsibility in question. Additionally, it is required that all workers accept an element of flexibility in duties and responsibilities and when required adapt within the organisation in order to meet demands and requirements of the service. Such requirements will mean that the post holder's specific expertise will be developed to its maximum and used to the benefit of the employer and worker alike.

Date : January 19, 2018

Isle of Anglesey County Council – Personal Specification

| <u>CRITERIA</u> | <u>ESSENTIAL</u> | <u>DESIRABLE</u> | <u>ASSESSMENT METHOD</u> Application form / Interview / Presentation / Reference etc |
|---|---|---|---|
| i. EDUCATION AND QUALIFICATIONS | A specific craft which is appropriate to supervise the building is desirable e.g. Electrical Engineering, CORGI, plumbing work / Wood work | Qualified in First Aid Driving Licence which allows driving a mini bus | Application form Interview |
| ii. RELEVANT EXPERIENCE | Previous experience as caretaker | Previous experience as caretaker in a large school | Application form Interview |
| iii. KNOWLEDGE AND SKILLS RELATED TO THE ROLE | <p>Knowledge of fire regulations</p> <p>Understanding of Health & Safety Legislation including COSHH</p> <p>Knowledge of building safety</p> <p>Knowledge of routine maintenance</p> <p>Good numeracy and Literacy skills</p> <p>Excellent organizational skills</p> <p>Good communication skills</p> |  | Application form Interview |
| iv. PERSONAL CHARACTERISTICS | The ability to listen and follow instructions |  | Application form Interview |

| | | | |
|--|--|--|-------------------------------|
| v. OTHER REQUIREMENTS | Sympathy with Welsh culture The ability to speak welsh fluently | | Application form Interview |
|--|--|--|-------------------------------|

Personol Cirumstances

Job requirements that can restrict on effective performance within the role if they are not met

Essential

The need to work at the school every working day during school term. Holidays must be taken during school holidays.

Be prepared to work flexible hours when required and work outside normal working hours where a rate of overtime may be paid.