



Caretaker & Cleaner in Charge

Job Description & Person Specification

www.celtrust.org



Location Details

This job is based at Brannel School | Rectory Rd, St Stephen, Saint Austell PL26 7RN.



Brannel School was completely redesigned and rebuilt in 2011 at a cost of over £17 million. Brannel is a welcoming and dynamic place in which to teach and to learn. Our state-of-the-art facilities reflect our educational vision of high expectations, high-quality teaching and learning, specialism and excellence, local collaboration and community involvement.

We are looking for an experienced, motivated and enthusiastic person to support our Premises Manager to look after our school premises and grounds, and to supervise our cleaning team. Duties will include premises management tasks, undertaking general DIY and repairs, supervising the school's cleaning team, and general portering and site security. The postholder will need to be physically fit enough to cope with the day-to-day requirements of this role, which will include lifting, carrying and working at height, as required.

This role would be ideal for someone looking to gain experience of school premises management as a first line manager.

We are looking for someone who can demonstrate:

- A flexible approach to work.
- Strong DIY and handyman skills.
- Strong leadership and motivational skills.
- Self-motivation and a strong ability to work independently.
- A high level of patience and understanding with children and young people, and enthusiasm for working in a busy secondary school environment.

Brannel School is part of Cornwall Education Learning Trust. CELT is an equal opportunity employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment will be subject to satisfactory references, an enhanced DBS clearance and medical checks.

Job Description

Purpose of the Post:	To contribute to the smooth running of the school by carrying out a range of premises-related duties including: <ul style="list-style-type: none">• Premises management, supporting the Premises Manager.• Premises and grounds maintenance including general repairs.• Supervision of the school's cleaning team.• General portorage and site security.
Reporting to:	Premises Manager (Brannel School)
Responsible for:	Supervision of Brannel cleaning staff
Location:	Based at Brannel School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Grade F
Hours:	37 hours per week, 52 weeks A flexible approach to working hours within specified times for unlocking and locking the school (when required).

Principal Responsibilities:

Premises Management

- ❖ To be aware of applicable rules, regulations, legislation and procedures (e.g. Health and Safety, COSHH, Data Protection) and ensure that all working practices are in line with appropriate codes of practice in relation to premises, caretaking and cleaning.
- ❖ To maintain relevant records and complete paperwork as required.
- ❖ To undertake regular inspections of the site and report significant defects to the Premises Manager, reporting any Health and Safety issues immediately.
- ❖ To make arrangements for annual services and inspections and carry out regular "in house" inspections of equipment and the building e.g security systems, tanks, fire hydrants etc.
- ❖ To undertake the operation and periodic checking of the fire alarm system and equipment as detailed in the Fire Safety logbook.
- ❖ To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition.
- ❖ To be responsible for the ordering of stock, checking of invoices, and keeping records of equipment and tools.
- ❖ To record and monitor utilities meter readings/returns as required.

- ❖ To carry out regular health and safety walks with the Premises Manager and assigned governor to identify and prioritise maintenance and repair issues.
- ❖ To ensure that identified works are agreed, prioritised and carried out to a high standard.
- ❖ To support the Premises Manager to commission and oversee the work of specialist contractors on site, arranging appointments, liaising with and providing access for contractors and other professionals attending the school.
- ❖ To draw up, or assist in drawing up, briefings and specifications for contractors to quote against.
- ❖ To check that contractors' work is completely satisfactory and sign docket when necessary.
- ❖ To ensure that the school's asset register is maintained in terms of equipment and resources.

Premises Maintenance

- ❖ To operate, monitor and maintain heating plant and equipment.
- ❖ To remedy minor premises defects and carry out preventative maintenance tasks and first line repairs which are not beyond the scope of an unskilled handyperson e.g:
 - Check pumps and equipment.
 - Inspect premises for simple repairs required.
 - Change light bulbs, tubes, fuses and plugs.
 - Check out water leaks.
 - Clear blocked sinks, urinals, toilets, drains etc.
 - Simple repairs to toilet seats, door handles/hinges, school furniture, coat hooks, shelves, taps and drinking fountains etc.
- ❖ To undertake basic redecoration, repair and maintenance work and simple carpentry e.g:
- ❖ Re-painting walls and woodwork.
- ❖ Basic plastering repair work e.g. repairing cracked or broken plaster, making good damaged walls following removal of shelving, fittings etc.
- ❖ Basic fencing and boundary repairs e.g mending broken fence panels, stakes or holes in chain link fences etc.
- ❖ Simple glazing work e.g. replacing small windows, re-beading or re-puttying internally and externally.
- ❖ To notify the Premises Manager of any repairs or maintenance work which is beyond own capabilities. This may include plumbing work or work which a registered or qualified contractor should perform.
- ❖ To carry out routine checks on equipment e.g replacing batteries, checking wires and sockets are intact, checking areas liable to flooding, ice and litter etc.
- ❖ To oversee or carry out annual PAT testing if required.
- ❖ To carry out window cleaning, inside and out, including high level cleaning if required.

Supervision of Cleaning Team

- ❖ To supervise the day-to-day work of the school's in-house cleaning team.
- ❖ To support the Premises Manager to establish cleaning procedures and devise set programmes of work for cleaning staff.
- ❖ To allocate duties and work rotas, arranging cover and redistribution of work when there is absence in the team.
- ❖ To undertake weekly audits, identifying areas for improvement and ensuring that individual cleaners are clear where standards need to improve.
- ❖ To oversee deep cleaning on site during school holidays.
- ❖ To carry out performance management for cleaning staff in line with school procedures.
- ❖ To support the Premises Manager with the recruitment of cleaning staff.
- ❖ To provide ongoing training and induction for cleaners.

- ❖ To ensure that all cleaning equipment is stored appropriately, is kept in good working condition, is repaired or replaced promptly and is used appropriately by staff.

Grounds Maintenance

- ❖ To ensure that the school site is free from litter and graffiti and that all drains, gullies and gutters are free flowing and clean.
- ❖ To ensure pathways are free of leaves and overhanging branches and notify the Premises Manager where work is beyond own capabilities.
- ❖ To carry out frost precaution and snow/ice clearance on site.
- ❖ To liaise with grounds maintenance contractors, acting as the routine contact point and monitoring performance and completion of tasks.

Porterage

- ❖ To order, take delivery and dispatch cleaning consumables, materials and equipment in line with finance procedures and COSHH.
- ❖ To take delivery of general school stores, materials and other goods.
- ❖ To undertake porterage duties as required (including moving furniture, equipment etc).

Site Security

- ❖ To act as a school key holder, carrying out security procedures for the buildings and grounds including routine and non-routine opening and locking up as required e.g lettings outside normal hours etc.
- ❖ To respond to 24hr alarm call outs outside of school hours. Call outs are paid as overtime.
- ❖ To provide access to school and carry out school-based emergency procedures in the event of fire, flood, break ins and other critical incidents.
- ❖ To deal with enquiries, arrange visits and supervise maintenance and build contractors, monitoring their progress, holding them to account and notifying relevant staff of their presence on site.
- ❖ To attempt to prevent unauthorised access onto the school grounds and buildings.
- ❖ To participate in evacuation processes in accordance with the school's recognised Evacuation Procedure.

Accountability

- ❖ Team leadership responsibilities with supervision of the school's in-house cleaning team.
- ❖ Accountable for service delivery and team performance in defined areas under own control.

Safeguarding

- ❖ To fulfil personal responsibilities with regard to safeguarding in schools (as set out in statutory safeguarding guidance and legislation e.g. Keeping Children Safe in Education) by demonstrating a commitment to promoting and safeguarding the welfare of children and young people in the school.
- ❖ To maintain appropriate professional boundaries at all times in relationships with children and families, avoiding behaviour that might be misinterpreted by others, in line with the CELT staff code of conduct.
- ❖ To have satisfactory enhanced DBS clearance at all times whilst employed by CELT.
- ❖ To understand and carry out duties in accordance with the responsibilities of being in a position of trust, demonstrating a duty of care appropriately at all times.
- ❖ To present a consistently positive image of Brannel School and CELT, upholding public trust and confidence at all times through own behaviour.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> • Good literacy and numeracy skills. • Relevant trade qualification. • Level 1 qualification may be considered if accompanied by extensive relevant experience. 	<ul style="list-style-type: none"> • Level 2 or higher qualification in English/Literacy and Mathematics/Numeracy / GCSE English and Mathematics at Grade A*-C. • Level 2 Certificate in Cleaning and Support Service Skills • Level 2 Certificate in Facilities Services <p>Training in a work setting:</p> <ul style="list-style-type: none"> • First Aid. • Working at high levels. • Health and Safety. • Asbestos Awareness. • COSHH. • Water Testing/Legionella. • General Maintenance e.g. plumbing, gas, electrics. 	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> • Minimum of two years' experience in a similar role in a customer focused environment. • Good working knowledge of facts, principles, processes and general concepts in relevant field of work e.g: Health & Safety, security, heating plant and other building systems. • Basic DIY skills. • Able to lead, motivate and manage colleagues. • Good communication skills. • Excellent organisational skills. • Understands and uses solution-focused strategies. • Establishes and maintains positive relationships whilst working under pressure. • Knows when to seek advice and support when necessary. 		Application Form / Interview
Specialist Knowledge	Able to demonstrate experience of the following in a similar setting:	<p>Understanding of:</p> <ul style="list-style-type: none"> • Safeguarding and child protection procedures. 	

	<ul style="list-style-type: none"> • Carrying out detailed tasks according to established protocols, procedures, or systems of work. • Successfully completing basic maintenance and DIY tasks. • Line management/supervision. • Project management. • Resolving complex problems independently. • Effectively evaluating own and others' performance. • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. • Demonstrates an awareness, understanding and commitment to equality and inclusion. 	<ul style="list-style-type: none"> • The learning experience provided by the school. • Procedures and legislation relating to confidentiality and data protection. • Awareness of, and commitment to, equality. <p>Able to demonstrate experience of the following in a similar setting:</p> <ul style="list-style-type: none"> • Experience of caretaking and/or buildings maintenance/security. • Working in a school or child-related organisation. 	
<p>Values Related Qualities</p>	<ul style="list-style-type: none"> • Physically fit enough to cope with day-to-day lifting and carrying required by this job. • Reliable and honest with high personal integrity. • Adaptable and able to work flexibly. • A high level of patience and understanding with children and young people, and enthusiasm for working in a school environment. • Resilient, self-motivated and willing to learn from experience. • Mindful of own and others wellbeing. • An energetic, enthusiastic and positive approach. • A warm and approachable personality with a good sense of humour. <p>Able to:</p> <ul style="list-style-type: none"> • Model the CELT values and adhere to the staff code of conduct at all times. • Make a distinctive contribution to the work of the school team. • Support physical and emotional wellbeing. • Remain calm under pressure. 		<p>Application Form / Interview</p>

	<ul style="list-style-type: none"> • Adopt a flexible approach to working hours. • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		
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CORNWALL EDUCATION LEARNING TRUST