

# Role Profile

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**Job Title:** Caretaker/Site Manager

**Name:** .....

**School:** Salcombe Preparatory School

## Role Outline

### Key Purpose of the Job

The Caretaker/Site Manager is responsible to the Business Manager / Bursar for the effective and timely provision of maintenance services to the School and its staff This includes security duties, the management of service facilities, administration of the School minibus and grounds maintenance The caretaker is responsible for identifying repair requirements, processing and their satisfactory completion, which may be carried out either by contractors or, where deemed within the Caretaker/Site Manager's competency, by the Caretaker/Site Manager.

To be prepared for call out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors etc who may be working on site, including school holidays and weekends

### Key Performance Objectives

- Working with the Business Manager / Bursar to produce a Planned Preventative Maintenance (PPM) programme for the school
- Provide effective, timely, maintenance and support services in relation to the school buildings and grounds
- Clear the school grounds of litter, unsafe objects etc and inspect all playground equipment for condition and safe operation daily before 830 am
- Inspect the playground and all external areas ensuring the safety of all grounds, paths, fences, gates and steps, etc to which pupils/staff have or can gain access to
- General security of the buildings and grounds including 'opening and locking up', operating the Fire Alarm and the Intruder Alarm systems during and including school holiday periods
- Provide an 'on-call' emergency service out of hours
- The effective and economic operation of building services including central heating, lighting and water
- Monthly reading of service meters and the checking of invoices against meter readings
- Administration of school maintenance request forms, the processing of entries for repairs/ assistance and the execution of the required repair whether undertaken personally or contracted out
- Calling in repairmen/contractors, through the Business Manager/Bursar, to undertake repairs/inspections
- Checking on quality, effectiveness and completeness of works undertaken by repairmen/contractors

- Undertake routine repairs and redecoration to the building structure/fabric, furniture, fences/gates/pathways electrical system, plumbing and equipment where necessary and as identified by the Business Manager / Bursar and assessed as competent to do so
- Controlling the entry and presence of workmen/contractors within the school buildings/grounds, including gardening contractors
- Grounds maintenance including clearing litter and leaves
- Driving duties of a general nature in the school minibus, including driving escorts for pupils to and from travel termini as required
- Documentation for and the administration and repair/servicing of the school minibus in accordance with Cognita policy
- Carry out weekly and monthly routine inspections of the school minibus including cleaning
- To provide general support services to customers letting the school during holidays and weekends
- Undertake decorating of the school for special events eg, Christmas, parent's evenings and school fetes
- Moving furniture and equipment around within the school and outside for special events
- Ordering supplies, as necessary as approved by the Business Manager / Bursar
- Verification of invoices within areas of responsibility
- Produce work plans for seasonal and holiday periods

The above is a non-exhaustive list and subject to variation in line with the needs of the business

**Person Specification:**

**Qualifications / Experience:**

- The ability to undertake general repairs / refurbishment at 'DIY' level and security experience
- Knowledge of electrical, mechanical and building structures
- Ability to identify harmful or potentially harmful conditions / practices / procedures within general areas of responsibility
- Ability to liaise with and administer repairmen / contractors

**Personal Qualities:**

- Good interpersonal skills, with the ability to liaise with all members of staff, contractors and visitors
- Good team member, aware of the needs of others
- Flexible approach to working hours and duties where appropriate

**Safeguarding:**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Signed ..... (Post holder)

Signed ..... (Head)

Date .....