

Manchester City Council
Job Description
Caretaker level 3
Schools
Grade 4

Main Purpose of the job

Under the guidance of appropriate senior staff: be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area.

To manage cleaning and/or site staff and ensure cleaning is in accordance with specification

To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out, including maintenance of the swimming pool and other specialist sports equipment in accordance with specified standards, where applicable

To be responsible key holder and ensure security of the premises and grounds, it's contents including monitoring CCTV or surveillance equipment where appropriate

Main duties of the job

1. Porter duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the Centre
2. To carry out various maintenance and repairs in the school eg redecorating and fixing, and to be responsible for the operation of a preventative planned maintenance programme
3. To be responsible, in conjunction with the bursar, for the administration and control of appropriate areas of the budget including monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required
4. To use all equipment in a safe manner, undertaking safety audits of the premises and assist with relevant risk assessments as required
5. Where appropriate, to liaise with the school meals service contractors in relation to their use of the site and provision of their service
6. To assist the Head Teacher in the management, administration and operation of lettings system

7. To establish constructive relationships with contractors and other agencies/professionals and Monitor/record performance against specified standards
8. To advise the Head Teacher on matters relating to energy control and conservation
9. Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher
10. To be responsible for maintaining records, information and data (including electrical testing of portable electrical appliances) and producing analysis and reports as required
11. Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person
12. To work as part of a team, to support colleagues and contribute to the vision and ethos of the School and be committed to personal development
13. To undertake any other duties that are commensurate with the grade
14. To reside in the on-site accommodation provided, where applicable

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

**Manchester City Council
Person Specification
Caretaker level 3
Schools**

For this job we are looking for:

Caretaking/site-keeping experience in a school or similar environment

Experience of monitoring a budget and managing stocks/resources within an agreed budget

Good numeracy and literacy skills with an ability to keep accurate records

Willingness to develop knowledge of use of ICT and other specialist equipment/resources

An ability to undertake all the physical aspects of the job

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults within the School environment

Knowledge of Health & Safety and hygiene procedures and precautions

Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate

Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures

Excellent organisational skills to be able to plan and deliver programmes of maintenance

Must be in possession of a full valid driving license.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.

Self-motivation and personal drive to complete tasks to required timescales and quality standards

The flexibility to adapt to changing workload demands and new organisational challenges

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users

Personal commitment to continuous self-development

Personal commitment to continuous service improvement

Willingness to consent to and apply for an enhanced CRB disclosure.