



POST: Caretaker

POST ID: RFC003801

SALARY: £15,941 - £17,372 per annum, pro-rata

GRADE: Band C SCP 13 – 17

**HOURS: 25 hours per week Monday to Friday, 7:30am – 9:00pm
3:00pm – 6:30pm
(These hours may need to be flexible on occasions).**

SCHOOL: Llanvihangel Crucorney Primary School, Abergavenny.

DESCRIPTION OF POST:

The duties are to ensure that the school is opened and closed at the designated times and other duties including involvement in security, heating, lighting and Cleaning duties.

**For further information about this post please contact:
Jan Baldwin Operations Officer – Building Cleaning.**

**Application forms can be completed online or down loaded via:
<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>**

Paper application forms should be returned to the following address:-
Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

CLOSING DATE: 12 Noon, Friday 27th February 2015

**Appointment to this post is exempt from Rehabilitation of Offenders Act and the position requires an Enhanced DBS Disclosure check.
Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share.**

MONMOUTHSHIRE COUNTY COUNCIL

JOB DESCRIPTION

Post Title: CARETAKER

Post ID: RFC003801

GRADE: Band C SCP 13 - 17

SCHOOL: Llanvihangel Crucorney Primary School, Abergavenny.

Purpose

To ensure that the establishment where employed is opened and closed at the designated times, in the approved conditions for occupancy, including daily cleaning duties.

Duties

To carry out such reasonable duties as instructed by the Operations Officer to support the function and cleaning of the establishment.

Security

1. Attend to the opening and closing of the premises at designated times and to be responsible for general security at all times. In connection with this caretakers may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access for emergency repairs.
2. To carry out prescribed security duties for the establishment and grounds, to take all reasonable and practical steps to prevent trespass and unauthorised parking of vehicles.
3. Key Holder responsibility, but at times of Caretaker absence a nominated key holder in situ to cover.

Boiler Duties/Energy Conservation

1. To oversee, as set out in the energy conservation instructions, the efficient working of heating plant and lighting, monitor fuel consumption and re-order when necessary, keep required records and maintain specified standards of performance.
2. To read meters as required and maintain approved records including any concerned with energy and water conservation matters, to be aware of the location of all stop cocks, fire points and power services.

General Duties

1. To receive and check all goods and supplies including Fuel deliveries (except for contractors goods) for both the school to distribute them as necessary.
2. To provide a porter service for the whole site as necessary.

3. To clean and to be responsible for the removal of litter from paths, drives and other hard surfaces, including covered play areas and all other areas within the establishment's boundaries, including grass areas and flower beds, to keep hard surface areas free from moss or weeds, to clear gullies, grates, drains etc and to wash defaced walls, signs, etc. To direct and supervise caretaking/cleaning staff as required.
4. To report to the Headteacher any defects affecting the health and safety of persons on the site and, when possible, make safe and isolate hazards.
5. To carry out handypersons duties for the whole site examples of which are categorised below.

Category I – Items requiring a limited skill:

- Replacement of toilet flush chains.
- Replacement of sink and basin plugs and chains.
- Fixing of loose woodscrews in furniture and fittings but not to the structure of the building.
- Fixing door handles but not their replacement.
- Replace/repair ceiling tiles in suspended grills up to a height of 11 feet, but not repairs to ceiling grills.
- Replacement of fluorescent tube “starters” and fluorescent tubes up to a height of 11 feet.
- Painting & Decorating to be carried out as and when required and also to include planned works in out of term times.

Category II – Items requiring training and subsequent skills.

- The repair and replacement of toilet seats.
 - Replacement of tap washers to ½ inch size only.
 - Fixing of door/window heads. Replacements should be correctly sized, bedded and fixed.
 - Provision or repair to door/floor, stops/cabin hooks.
 - Repairs to cupboard hinges, handles or locks.
 - Immediate single coat patch painting to an area not exceeding two square metres to surfaces such as defaced walls/doors or to new timber.
6. To keep paths, access points and entrances free of snow and ice to ensure safe passage.
 7. Periodically, to clean lamp shades and light diffusers taking account of instructions given on cleaning at heights.
 8. To maintain a site diary.
 9. The reporting of defects on buildings, furniture, fittings and plant as required by regulations or the instructions of the Headteacher.
 10. The replenishment of soap, towels, dispensers and toilet paper at all lavatories on the whole site as necessary.
 11. To ensure that all refuse is disposed of to a designated point.
 - 12.. To carry out all internal cleaning from floor level to 11 feet on a daily basis.

- 13.. To undertake the daily cleaning of all internal glass from floor level to 11 feet. All external glass to be cleaned in out of term time as part of planned work.
14. Testing of Fire Alarm system, checking fire exit etc and upkeep of the fire log.

Caretaker's Cleaning

- (a) To undertake the cleaning of the school premises to standards as determined by Council Policy agreement.
- (b) Provide access to the premises to the contractors workforce within the approved times.
- (c) Emergency cleaning in areas as requested by the Head teacher via the instruction of the Operations Officer.

MONMOUTHSHIRE COUNTY COUNCIL

PERSON SPECIFICATION

Post Title: CARETAKER

Post ID: RFC003801

GRADE: Band C SCP 13 - 17

SCHOOL: Llanvihangle Crucorney.

	Essential	Additional Relevant Experience, Knowledge and Skills
Qualifications	None required	
Experience	<p>The Caretaker should have experience of:</p> <ul style="list-style-type: none">• Working in a team• Basic clerical/administrative experience.• Experience of building security duties, including alarm setting.• Cleaning Duties	<p>In addition, the Caretaker might have experience of:</p> <ul style="list-style-type: none">• working within an educational environment.• Previous caretaking and/or cleaning experience• Previous experience of working with heating systems
Knowledge and understanding	<p>The Caretaker should have knowledge and understanding of:</p> <p>the varied roles of all staff in the educational process;</p> <p>the basic principles of alarming and securing premises;</p> <p>the basic principles of site management;</p> <p>the importance of Health & Safety;</p> <p>techniques for the repair of</p>	<p>In addition, the Caretaker might also have knowledge and understanding of:</p> <p>the contribution of both professionals and non-professionals to life-long learning;</p> <p>specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations.</p>

	<p>damaged or defective equipment or resources.</p> <p>Willing to abide by and to actively promote the principles of Equal Opportunities as set out in the Authority's policy.</p>	
<p>Skills</p>	<p>The Caretaker will be able to:</p> <p>use practical skills to improve the site and buildings;</p> <p>deal with emergencies and problems in a positive and systematic manner;</p> <p>work alone when required, showing good self-motivation.</p>	<p>In addition, the Caretaker might be able to:</p> <p>use basic power tools and other equipment to make repairs and improvements;</p> <p>anticipate and reduce risk where possible;</p> <p>develop more efficient and cost-effective ways of working;</p> <p>communicate effectively (both orally and in writing) to a reasonable standard.</p>