

## Job Description – Caretaker/Maintenance Co-Ordinator

**Place of Work:** King Edwin School/SOG Houses around Stockton area

**Salary Scale:** £20,000 per annum

**Hours:** 40 per week (would be willing to consider job share)

**Holidays:** 40 days inclusive of Bank holidays.

**Line Managed/Supervised by:** Operations Manager

**Job Purpose**

* Deal with operational issues within new and existing properties
* Ensure the interior and exterior of all Spark of Genius properties are maintained to the highest standard

**Main Responsibilities**

* Carry out a preventative, planned maintenance programme and undertake routine inspections of the buildings, fixtures, fittings, premises and grounds to assess for minor works or repairs required.
* Ensure good communication across the organisation in relation to the management of facilities and resources through regular visits and other meetings
* Maintain records of requests for improvements and ensure timely responses
* Ensure high quality and speedy maintenance
* Provide daily reports to Operations Manager on maintenance issues
* Use negotiation skills to get best costs/service, business accounts.
* Direct workers and contractors to the site of repair and maintenance work, ensuring that their presence has been recorded, and that they adhere to all health, safety and emergency procedures. To inspect, monitor and record work performance for invoice purposes.
* Assist in ensuring that all relevant Health & Safety regulations are complied with
* To work alongside the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification.

**Security Access**

* To be named key holder for the school premises.
* Routine and non-routine opening and securing buildings and grounds (including patrolling of premises)
* Regular checking of security devices/systems and setting of the alarm system where provided
* Clear and make safe main paths and playgrounds when necessary. Ensure that all outside areas and paths are free of hazards and debris e.g. glass, leaves etc.
* Assist with fire drill practices
* Securing windows and doors after damages and ensuring that repairs are carried out in accordance with the school policy i.e. notify police of malicious damage, obtaining a crime reference number
* Request repairs to be carried out.
* Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Principal, teaching staff or police if necessary.

**Health & Safety**

* Ensure protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to.
* Attend appropriate Health and Safety training courses.
* Ensure that areas involved in bodily fluids are cleaned and disinfected following the infection control procedures.
* Ensure that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept secure/locked.

**General Maintenance**

* Carry out minor repairs of furniture and building e.g. painting, repairing a door handle
* Reporting via the Operations Manager, any repairs and maintenance required at the school which need professional attention.
* To direct workers or contractors to the correct site, inspecting work on completion and signing off said work.
* Liaising with the operations manager for the requisition of materials and supplies including replacement commercial hygiene products.
* Checking lamps and lighting is adequate and safe across all sites.
* Carry out specific designated procedures in the event of fire, flood, accident or major damage
* Ensure that all tools and equipment are safe to use and in efficient working order
* Ensure that the storage bin area is kept clean and tidy and locked at all times.
* Ensure all windows are kept clean in accordance with the window cleaning contractors
* Prepare the premises and sites for any events and activities ensuring they are returned to normal afterwards.
* Moving furniture and equipment around school and sites as requested.
* Taking delivery of goods ordered and storing as necessary

**Heating Systems**

* Operating the heating plant so that the required temperatures are maintained and that an adequate supply of hot water is available, reporting any failure of the heating plan promptly and ensuring that if such failure occurs, the correct emergency procedure is initiated.
* Carry out frost procedures when required
* Carry out routine procedures of inspection on ancillary equipment checking that they are in good condition and serviceable.
* Carry out such duties in connection with the emergency conservation programme (e.g. reading utility meters)

**Grounds Maintenance**

* Ensuring that all hard play areas and paths are clean and free of litter
* Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
* Empty outside litter bins and ensure the grounds in and around the premises are litter free
* Maintain and care for any shrubbery and bushes within the grounds and along the perimeters.
* Ensuring that animals /livestock housed at the school are kept clean and safe and that school grounds are kept free of animal debris.

**Requirements for Job**

* Good project management skills
* Experience in the construction/trades industry
* Industry Recognised Qualification
* Good planning & organisational skills
* Clean driving license and use of own transport.

**Other**

* Participate in training and other learning activities as required to fulfill your role
* Demonstrate and promote commitment to equal opportunities and to the elimination of behavior and practices that could be discriminatory
* Contribute to a culture of open and honest communication
* Adapt and respond positively to changing patterns and work situations
* Awareness and responsibility for the health and safety of the home, children, young people, colleagues and yourself
* You must co-operate with the company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions
* The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
* Any other reasonable management instruction

***The Company reserves the right to vary duties and responsibilities at anytime within legal notification frameworks, however, not outside what is considered reasonable***

***to the original post.***

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| **Person Specification** |
|  | **ESSENTIAL** | **DESIREABLE** |
| **QUALIFICATIONS/TRAINING** | * Willing to participate in training and development opportunities
 | * COSSHH training
* Health & Safety Training
* NEBOSHH certificate
* IOSHH certificate
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| **EXPERIENCE** | * DIY Experience at the level of minor maintenance
* Care and maintenance of premises, including security
 | * Working in a school/residential care environment
* Experience of working with heating systems
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| **SKILLS/KNOWLEDGE** | * Knowledge of Health & Safety requirements
* Knowledge of Security systems and procedures
* Able to carry out set instructions and seek clarification if required
* Understanding of appropriate cleaning methods and standards
* Basic DIY Skills
* Ability to comply and follow instructions on equipment/machinery
* Good communications skills and the ability to work effectively with a wide range of people
* Able to deal with emergencies outside normal working hours, following SOG procedures
* Ability to lift heavy objects
* Able to prioritise daily workload effectively
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| **PERSONAL ATTRIBUTES** | * Pleasant and Friendly manner
* Polite and a good time keeper
* Reliable
* A commitment to working as part of all the homes and school supporting their ideals and ethos
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