

JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

JOB TITLE:	Relief Caretaker		
GRADE:	G5	SERVICE AREA:	Integrated facilities management
JOB CODE:			
REPORTS TO:	Regional co-ordinator	LOCATION:	Various
SPECIAL CONDITIONS:	<p>Ability to undertake the physically demanding duties of general cleaning.</p> <p>Required to use supplied chemicals in a safe manner using appropriate PPE provided.</p> <p>Required to work to the needs of the service, covering a six day week Monday-Saturday between the hours of 6.00am and 10.00pm as the service dictates.</p> <p>Flexible daily working hours apply.</p> <p>Full driving licence and access to a vehicle with the ability to travel across the borough.</p> <p>Completion of a DBS (Disclosure and Barring Service) check to ensure the safeguarding and promotion of welfare of children, young people and adults.</p> <p>To communicate verbally with customers and provide advice and/ or information in accurate spoken English.</p> <p>Annual leave is authorised at the manager's discretion with only one Relief caretaker permitted to take leave at one time and no more than five days annual leave to be taken in the month of March.</p> <p>This position also requires adherence to a number of departmental Local arrangements with relation to annual leave, unpaid leave and premise closure.</p> <p>Ability to use online systems and Microsoft Office programmes e.g for the purpose of submitting time sheets.</p>		

1. Main purpose of the job role:

To provide efficient and effective caretaking support to schools and Council buildings as required.

Ensuring the security, maintenance and cleanliness of the buildings and surrounding areas are maintained in accordance with the required standards and that heating and lighting systems are operational.

The post holder will be expected to observe safe working practices whilst carrying out the required duties and should ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

2. Role specific duties and accountabilities:

1. Security

- To be responsible for maintaining the security of the premises and its contents in accordance with the sites current requirements. Opening and locking up of the site including lights and internal doors. Being aware of who is on site at all times and ensuring that all doors and windows are secured in unoccupied areas.

- Checking and securing the school premises subsequent to out of hours intruder alarm activation.
- Responding to, and resetting of the alarm, liaising with the police and alarm company.
- In consultation with the Premise manager, making alternative key holding arrangements as required, where applicable notifying Police/alarm companies and appropriate contacts within the Authority.
- Joinery - First line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measure after break-ins, vandalism, etc.
- Glazing – Remedial action after break-ins, for example: boarding up of broken windows.
- Respond to any alarm call outs as necessary.

2. Heating and Lighting

- To ensure heating plant and equipment is in operation reporting defects and malfunctions to the appropriate person / heating engineer.
- Ensure correct temperatures are maintained and that an adequate supply of hot water is available.
- To clean light fittings and to test lighting systems weekly replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.
- Work at high level (e.g. in Multipurpose Hall, Dining Rooms, Stair Wells, etc. must be carried out with a safe system of work)
- Record meter readings and ensure effective stock control procedures are in place.
- Undertake frost precaution measures where necessary and adhere to the Authority's regulations concerning energy conservation.
- Regular cleaning and maintenance of the heating plant, boiler house and fan assisted heaters.

3. Cleaning/Maintenance

- Self-planning of work schedule
- Maintain cleanliness of internal and external areas of premise ensuring that the premises and furnishings are cleaned in accordance with the department's established cleaning schedules. To include the cleaning of floors, carpets, furniture, walls, light fittings, fan heaters, internal and external windows (where height restrictions apply associated equipment will be supplied by the premise)
- Any other cleaning needs as dictated by service.
- Ensuring that cleaning work is carried out to the recognised satisfactory standard and ensuring that all work is carried out safely.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- To ensure that gullies, drains etc, are kept free from debris and that the site and grounds are litter free.
- To be responsible for ensuring clear and safe pedestrian access to the site particularly in adverse weather conditions (e.g. clearing snow, gritting, etc.) or following the event of a minor flooding or other similar emergency situation.
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- Plumbing – Unblocking sinks, traps and waste pipes. Adjustment and re-washing of taps.

4. Porterage

- Perform all reasonable portering duties as required
- Assist with unloading.
- Receive, store and distribute cleaning materials, equipment supplies and other relevant goods.
- Collect and dispose of all rubbish to appropriate containers or incinerators.
- To undertake portering tasks as required including setting up and clearing away furniture for school and community activities.

5. Tenders and Contractors

- To report emergencies in the case of faults with gas, electric and water supply to the Business Manager, or where not immediately available technical services or regular contractors, and report minor faults on site to the Business Manager.
- To attend to, where necessary, personnel visiting the site, such as contractors; including taking telephone calls/appropriate messages.
- Arrange for contractors to attend site as directed.
- Liaise with contractors attending site, being aware of their impact on those using the premises.

6. Stores / Equipment

- To control the provision and replenish toiletry items, including requisition, storage and distribution of such items.
- To monitor stock levels of consumable items such as chemicals, cleaning materials, fuel, grit, toiletries, light bulbs / tubes and arrange to replenish supplies in accordance with current procedures.
- Despatching goods, materials, etc. Ensuring that adequate supplies of fuel and cleaning materials are available.
- Ensuring that caretaking and cleaning equipment used by the caretaker and cleaning staff is in safe working order.

7. Swimming Pools (Where applicable)

- Operate plant equipment and pool covers, recording pool readings to ensure that a swimming pool is correctly treated, heated and cleaned in accordance with the Authority's specified procedure.

8. Repairs/Non routine DIY/Maintenance

- Carry out replacement and minor repairs and maintenance i.e. painting, plumbing, the building of flat pack furniture and work to the fabric, fittings and furnishings of the premises.
- To place order for associated building maintenance, minor repairs etc. and to liaise as appropriate with contractors as directed by the premise manager.

9. Recording

- Co-ordination and completion of time sheets and attendance records.
- To maintain appropriate records including intruder alarm logbook, repair orders, and heating system records book, carry out meter readings.
- Assisting with the undertaking of risk assessments as appropriate.
- To record all required Health and Safety checks and maintain/return all necessary documents as required by the Authority.

10. Lettings

- Undertaking letting duties of premises and associated facilities during weekdays and weekends in accordance with locally applied flexible working arrangements.
- Promotion of the use of the site facilities ensuring that agreed user requirements for the hire of facilities, are fully satisfied.
- Preparation for afterschool activities, opening and closing the premises. Rectifying the site for the school day.

11. Training

- Will undertake relevant training to ensure skills and requirements of the role are up to date.
- Attend all relevant health and safety training.

General

- Reporting of any items of concern to the Employee and Customer liaison officer / Area co-ordinator.
- Any other duties commensurate with the nature and grading of the post deemed appropriate by the Employee and Customer liaison officer / Area co-ordinator.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE Relief Caretaker	GRADE G5	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills: (refer to JE guidance document)		
Communication skills		
Excellent communication skills, courteous and considerate manner with the ability to build effective working relationships with others.	A/I	3
Able to deal with confidential matters in the appropriate manner	I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
Planning and Organising		
Must be flexible, able to use own initiative, work to deadlines and follow work routines and instructions.	A/I	3
Be able to manage and prioritise own work effectively	I	3
Security		
Ability to safely manage day to day site operation and maintenance including the operation of premise intruder alarms and security procedures.	I	3
Able to recognise and deal with emergency operations	I	3
Heating and Lighting		
Operate heating and lighting equipment and maintain correct temperatures.	I	2

Cleaning/Maintenance		
Able to work to specific standard in internal and external areas using a range of basic tools /machinery and cleaning equipment.	A/I	3
Day to day operational maintenance of plant and equipment e.g. topping up fluids (oil, petrol, diesel cleaning chemicals etc), shelf stacking, etc. and appropriate record keeping including, repair orders, heating system records, meter readings, stock control etc.	A/I	3
Porterage		
The ability to accept and store deliveries including lifting and carrying heavy items.	I	2
Health & Safety		
Understands and is able to apply Health & Safety procedures relevant to the job such as;		
Manual handling, Safe use of machinery and/or equipment, COSHH, Hygiene, Accident reporting, Fire safety, Working at height, Lone working procedures and responsibilities, Contractors.	A/I	3
Ability to understand and work to required risk assessments	I	3
General		
Good literacy, numeracy and communication skills	A	
Carry out general repairs including DIY such as painting, decorating etc.	I	2
Management of school lettings	I	2
Own transport, full driving licence, insurance to cover business use.	A/I	3
Willingness to travel to all areas of the Walsall Borough.	A/I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Experience of Caretaking or premise management, building cleaning or building management	A	
Evidence of continuous professional development (where applicable)		
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Driving Licence	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:	Judy Burns	Date: 26/5/22