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## JOB DESCRIPTION

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<b>Job Title:</b>	Weekday Caretaker (alternating shift pattern)
<b>Responsible to:</b>	Estates Manager and Senior Caretaker
<b>Department:</b>	Estates
<b>Direct involvement with:</b>	HLC staff, pupils, parents and governors, external contractors, visitors, deliveries and outside lets.
<b>Job Purpose:</b>	To be a member of the school caretaking team undertaking caretaking and general estate duties across the School site to an agreed shift pattern.
<b>Overview and hours of work</b>	<p><b><u>Overall Caretaker Shift System</u></b></p> <p>Four caretakers work a 24/7 shift system throughout the year, ensuring there is always a Duty Caretaker available, either on site or on emergency standby.</p> <p>Two Weekday Caretakers work alternating 40 hour weekday shifts from Monday to Friday from either 6.00am until 2.00pm (the early shift) or from 2.00pm until 10.00pm (the late shift), including one hour of break time (lunch or tea depending on the shift being worked).</p> <p>Overnight on call emergency cover is provided by the Weekday Caretaker who is working the late shift from 10pm until 6.00am. This standby cover is done from home but the Weekday Caretaker must keep the night phone within reach/hearing at all times and ideally be able to return to site within 20 minutes.</p> <p>A Senior Caretaker works from 8.30am until 4.00pm on Mondays to Fridays, overlapping with both Caretakers working on the early and the late shift.</p> <p>A Weekend Caretaker works 30 hours over the weekend from 7am until 10pm on Saturday and Sunday.</p> <p><b>Holiday and Absence Cover:</b> There is also a requirement for all four Caretakers to provide cover for the other Caretakers when they take annual leave or are absent from work (e.g. sickness absence). Cover is agreed between the four Caretakers in liaison with the Senior Caretaker and/or Estates Manager. In the first instance cover can be put in place</p>

using a 3 Caretaker shift model. The Caretakers must not take annual leave at the same time.

***Duty Caretaker  
Responsibilities:***

**Security / Key Holding**

1. Act as the main key holder for the school.
2. Daily opening and closing of school grounds, buildings and facilities.
3. Switch off / set intruder alarm systems and security lighting.
4. Ensure all buildings, doors and gates are properly secured at night. Lock up equipment and secure rooms, check lights and non-essential heaters are switched off and minimise fire and security risk.
5. Liaise with the External Lettings Manager to oversee and provide access to school facilities for outside lets (e.g. sports hall and swimming pool).
6. Escort and where required (e.g. when pupils are present) supervise external visitors or contractors working within the school premises.
7. Maintain a presence around the school to deter intruders. Where appropriate, notify the police of any intruders or breaches in security.

**Alarms / Emergencies**

8. In liaison with the Estates Manager ensure arrangements are in place to respond to emergency call outs e.g. fire, flood, break-in.
9. Be the first point of contact from the Estates team in an emergency call out situation.
10. Be aware of the location of all fuse boards, stopcocks, gas and electricity meters.
11. Monitor and respond to fire and security alarms on the site in accordance with school procedures, liaising with HLC staff, alarm monitoring companies and emergency services as required.
12. Identify and record cause of intruder or fire alarm activations. Test and re-set activated alarm systems. Where required call out and liaise with the alarm maintenance contractors and supervise any emergency maintenance work.
13. Assist the Senior Caretaker with weekly testing of fire alarms.

**Deliveries / Porterage**

14. Liaise with school office staff when deliveries are made, receive inward delivered goods, assist with unloading, sign delivery notes, distribute deliveries across the site.
15. Liaise with kitchen staff to arrange delivery of food to the boarding houses.

**Health & Safety**

16. Ensure that clear passage is maintained on fire escape routes and fire doors are kept closed.
17. Support the Health and Safety Manager in ensuring compliance with relevant Health & Safety legislation (e.g. monitoring water temperatures, checking external lighting during winter months).

**Maintenance**

18. Monitor the condition of the grounds and premises and report any hazards or defects observed to the Senior Caretaker.

19. Assist with treating pathways and steps with rock salt and keeping external circulation routes clear of snow during periods of inclement weather.
20. Carry out emergency repairs or minor maintenance works in accordance with good health & safety practice. Typical tasks include:
  - unblocking sinks, toilets, waste traps and drains;
  - replacing tap washers, checking and adjusting ball cocks;
  - cleaning up spillages and leaks from toilets or sinks;
  - maintaining door and window furniture, blinds and curtains; and
  - making safe and boarding up broken windows.

### **Heating Systems**

21. Monitor and set heating controls and boilers on a daily basis to ensure heating plant and equipment is operating efficiently and effectively. Make any adjustments as necessary under the guidance of the Senior Caretaker, reporting any faults or failure of equipment.
22. Ensure that boiler and plant rooms are kept clean and tidy and ensure no flammable materials are stored there.
23. Report any potential gas leaks to the Senior Caretaker or Estates Manager or if an emergency the Gas Board.

### **Swimming Pool – Qualified Pool Plant Operator**

24. Day to day maintenance and management of the swimming pool plant including pool temperature and heating, dehumidification and filtration plant
25. Become a qualified Pool Plant Operator taking responsibility for the day to day maintenance and safe operation of the swimming pool plant room equipment, carrying out regular water testing (at least 3 times a day) balancing the chemistry and treatment of pool water, recording test results, restocking chemical products, clearing of spillages, cleaning of equipment etc. HLC will arrange Pool Plant Operator Training.
26. Responsibility for the cleanliness of the pool and surrounding changing, shower, seating and common areas.
27. Regular checks to be made between each outside group using the swimming pool, undertaking any cleaning / tidying up required.
28. On a Sunday morning (if covering for the Weekend Caretaker) undertake specific cleaning / housekeeping duties as detailed on the swimming pool domestic cleaning schedule produced and managed by the Cleaning Manager.
29. Report any faults / defects to the Senior Caretaker or Estates Manager.

### **Outside Lets**

30. Liaise with the Outside Lettings Manager over the preparation and access to school accommodation by external organisations during weekends, evenings and school holidays.
31. Regular housekeeping and security checks of facilities whilst outside groups are using the school facilities (sportshall, Highfield Hall etc)

undertaking any equipment or furniture set up's or cleaning / tidying up required.

#### **Event Set-Up**

32. Assist with setting up events moving items of furniture and equipment across the school as required.
33. Assist with the erection of temporary structures such as the marquee lining within the sportshall for major school events (e.g. Speech Day).

#### **Driving / Vehicles**

34. Hold a full clean UK driving license.
35. Knowledge and ability to carry out vehicle maintenance and safety checks.
36. Knowledge of roads and vehicle routes in and around the Harrogate area.

#### **General / Others.**

37. Undertake a share of general estates duties including car parking duty, snow clearance and gritting as required.
38. Participate in relevant meetings with colleagues, parents and other parties.
39. Adhere to school confidentiality and safeguarding procedures at all times.
40. Carry out all other duties as may be reasonably requested from time to time.
41. Training – undergo any relevant training relating to premises management, Pool Plant Operations, Health & Safety and First Aid etc.

#### ***Person Specification:***

##### **Professional Knowledge and Experience**

- Desirable to have experience of working in school premises.
- Essential to have experience of caretaking or premises supervision.
- Essential to have basic building maintenance knowledge and ability to carry out general repairs.
- Essential to have awareness and knowledge of Health and Safety issues relating to the function of occupied premises.
- Desirable to have appropriate Health and Safety training.
- Desirable for the candidate to have experience of managing monitored security and fire alarm systems.

##### **Professional Skills and Attributes**

- Ability to stay calm and work effectively in an emergency situation (flood or fire).
- Ability to work as a member of team.
- Essential to have the ability to lift and handle heavy items using correct manual handling techniques.
- Essential to have excellent interpersonal skills and the ability to communicate effectively.
- Essential to have ability to have a flexible and proactive approach to resolving problems.

- Essential to have the ability to keep calm under pressure and multi-task when dealing with competing priorities.
- Essential to be able to work on own initiative and have a high degree of personal drive and motivation.
- Essential to be willing to be flexible and work outside normal hours as required.

#### **Educational Commitment**

- Commitment to the School's Aims and Values.
- Commitment to child protection and safeguarding policies.
- Commitment to adhere to school confidentiality procedures.
- Commitment to continued professional development / training.

#### **Pay**

Normal Caretaker shifts are paid at the Caretaker hourly rate. A standby rate is paid for overnight on-call hours. Overtime is paid for any hours worked in addition to the normal Caretaker shift hours. An allowance is also paid for testing the swimming pool water once training has been completed.

#### **Holidays:**

In addition to bank holidays, the annual leave allowance is 20 days holiday per annum, rising to 25 days per annum after 3 years' continuous service, and rising again to 30 days per annum after 5 years' continuous service with the School.

#### **Meals:**

During term time, meals are provided by the School and can be taken in the school dining hall whilst on duty.

***Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.***