

**ARGYLE HOUSE SCHOOL
SENIOR CARETAKER / HEALTH & SAFETY LEAD**

Role Reporting to: Headteacher

Line Management of: School Caretaker

Purpose of role:

- To be responsible for health and safety of the school and site, ensuring all statutory requirements are met.
- To work as part of a team and to be responsible for the security of the school site.
- To ensure that a programme of maintenance and grounds work is planned and carried out.

Hours of work:

37.5 hours per week - All Year Round

Salary £27,000 - £30,000

Your normal contractual hours of work are 37.5 hours a week. These hours will be organised according to a rota system which will be published two weeks in advance.

Duties and Responsibilities

Estates Management

- To implement the estates strategy using physical development plans directing the activities of staff, consultants and contractors where appropriate for the execution of such plans and manage progress with regards to time, quality and cost
- To lead on the implementation of a comprehensive 5-year programme of planned and preventative maintenance
- To assist/manage the design and build of new projects from minor works e.g. refurbishment of office/teaching spaces, to major projects
- To develop strong and positive working relationships with school staff to maximise the potential of the estate and its development
- To support the School's Accessibility Plan to enable all members of the school community to use the site.

Health and Safety, Fire Safety and Security of the Estate

- To promote and encourage a strong Health and Safety Culture
- To maintain oversight of Health & Safety across the school estate, acting as the School's Health and Safety Coordinator for Construction / Building projects, Asbestos Management and Legionella control
- To act as the School's Fire Officer
- Responsibility for the security of the estate working alongside the senior management in the school to ensure all buildings comply with health and safety regulations
- To act as a key holder and ensure all key holders understand their responsibilities

- To be the first port of call for emergency call outs
- To ensure all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested
- To ensure Fire Risk Assessments and all relevant policy and procedures are fully compliant and carried out on a regular basis and that there is a positive relationship with the local Fire Service
- To ensure that all estates staff, cleaning staff, drivers and contractors comply with safeguarding rules and procedures set by the school
- To take responsibility for risk management including the development and maintenance of a risk register
- To ensure all school facilities benefit from appropriate intruder alarms and CCTV protection which are properly maintained and monitored and that these and the monitoring systems are regularly tested
- To carry out an annual review to determine that the School properly discharges its duties under its own Health and Safety Policy, the Health and Safety at Work Act, COSHH Regulations and any other statute, regulation or directive
- To lead the promotion and monitoring of safe working practices within the School and to provide regular reports to the Head and the Directors at Forfar when required
- To oversee the training provision for all staff as required on Health and Safety matters including fire safety and asbestos awareness
- To take responsibility for ensuring that risk assessments for the school building, grounds and activities (excluding school trips) are produced and reviewed in accordance with school policy and that action points are followed up as and when appropriate
- Ensure that the estates team produces risk assessments and method statements for communal and/or external grounds and buildings of the school and Estate team/contractors work
- To ensure that all electrical installations comply with the regulations and that periodic testing is completed to schedule and within regulated timeframes
- To maintain the Asbestos Policy and Register and to ensure the school complies with all health and safety and ISI regulations relating to asbestos
- To ensure that all other premises compliance checks are completed as and when required e.g. legionella, PAT testing etc
- To ensure that repairs or maintenance works of a health and safety nature are dealt with as a matter of priority
- To ensure that accident/incident and near miss forms are completed and properly recorded and that appropriate action is taken as and when required
- To have high standards and expectations for all areas of estate management and Health and Safety
- To take an active role on the Health and Safety Committee
- To be a qualified first aider
- To be a Fire Marshall.

Minibuses

- To wash and clean the minibuses
- To complete the visual safety checks of minibuses
- To ensure that the minibuses are booked in for services and other health and safety checks
- To drive the minibus
- To re-fuel the minibuses

Maintenance of Grounds and Buildings

- To identify maintenance, repairs and new jobs and assisting in the planning of work with the Deputy Estates Manager and/or Estates Manager
- To carry out day-to-day and planned general and specific maintenance and caretaking tasks as required and directed

- To ensure that the lighting, heating and small maintenance requirements are functioning to appropriate standards
- To undertake routine maintenance tasks and compliance checks as designated by the Estates Manager or Deputy Estate Manager
- To pro-actively review the site identifying and resolving issues promptly as well as prioritising and responding to issues raised by staff
- To ensure the pathways around the School are safe by scraping, brushing, or gritting as appropriate
- To undertake general grounds maintenance tasks
- To carry out other associated duties as assigned by the Head.

Compliance

- To ensure that all maintenance work complies with relevant building, Health and Safety and Statutory regulations
- To completing site checks and keep records.

Operational Matters

- To ensure the estate is free from litter and is well presented at all times
- To drive the minibus for trips, pick up, drop off, sporting fixtures and events, as and when required
- To empty internal and external bins daily
- To act as a key holder
- To carry out portage duties as required including receipt of goods and supplies
- To set out/put away furniture and equipment for examinations, functions, lettings, meetings and events

General Support for the School

- To attend school training, events and meetings when required
- To be an active member of the team and support colleagues
- To support the School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role
- To contribute positively to the overall ethos/work/aims of the school
- To participate in training, and undertake any performance development activities as required, including Minibus Driver Assessment Scheme
- To be aware of and responsive to the changing needs of the School and maintain a flexible and pro-active approach to work
- To maintain confidentiality at all times.

Support for other support staff at key times in the year may also be required (e.g. school holiday periods).

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

Person Specification: Senior Caretaker & Health & Safety Lead

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	Excellent standard of literacy and numeracy – minimum requirement being GCSE at grades A* - C in Mathematics & English.	Qualification in Health and Safety (NEBOSH/IOSH) COSHH training
Experience	Experience of working effectively with staff and management at all levels Experience of liaising effectively with building users, external consultants and external contractors Experience of basic building maintenance and providing facilities services within business premises	Experience of working in a school environment Knowledge of relevant Health and Safety legislation/regulations with proven ability to manage and monitor Experience of contract management Project Management Skills Trade background i.e. plumbing, carpentry, building, electrical
Skills and Knowledge	Excellent organisational skills with an ability to plan, prioritise and meet deadlines Excellent interpersonal skills Excellent oral and written communication skills Good level of IT skills (Microsoft Office products) Ability and willingness to share knowledge Knowledge of Health and Safety Ability to work hands on	
Personal competencies and qualities	Ability to communicate at all levels Able to work on own initiative and organise own workload	

	<p>The ability to work as a member of a collaborative team as well as independently</p> <p>Have the capability to remain calm and to cope with the unexpected</p> <p>Competent and personable</p> <p>High degree of personal drive and motivation</p> <p>Willing to be flexible and work outside normal working hours as required</p> <p>Ability to demonstrate initiative</p> <p>Excellent team player</p> <p>Committed to achieving high standards</p> <p>Committed to keeping abreast of best practice and relevant legislation</p>	
Safeguarding	<p>Full understanding of safeguarding requirements</p> <p>Commitment to implementing whole school policies relating to the safeguarding of children</p>	
Other	<p>A clean driving licence</p> <p>A willingness to complete MIDAS / Minibus driver training</p>	