

Kirklees Council

J O B D E S C R I P T I O N

DIRECTORATE: ENVIRONMENT AND CLIMATE CHANGE

SERVICE AREA: VENUE MANAGEMENT

SECTION: CARETAKING

JOB TITLE: PERIPATETIC CARETAKER

GRADE: 7

ABOUT THE JOB

The Peripatetic Caretaking Service is an essential support service offered, primarily, to schools with the aim of providing a seamless transition of caretaking cover when a school caretaker has a period of sickness absence.

The job forms part of a dedicated and professional team of caretakers responsible for ensuring that the individual caretaking requirements of a school are met in full including the routine tasks of opening and preparing the school ready for daily use, minor repair and maintenance work, lettings, cleaning and security.

A flexible and responsive approach to work is required as there will be occasions when it will be necessary to work additional hours in response to high service demands and be able to effectively cope with the operational aspects of looking after more than one location.

You will liaise with and develop effective working relationships with Head Teachers and other members of the school staff.

A uniform, safety shoes and outdoor protective clothing is provided.

KEY RESULT AREAS/OUTCOMES

1. Access and Security

- 1.1 Building alarms are operated in accordance with manufacturer's instructions, at agreed times.
- 1.2 Buildings are opened and secured to admit staff, customers and contractors in accordance with agreed routine and non routine times.
- 1.3 Premises are systematically checked at lock-up time to ensure complete evacuation / unauthorised occupation in order to minimise unnecessary call-outs and / or false security alerts.
- 1.4 Emergency call-outs are attended to within agreed timescales and appropriate action taken to preserve the integrity of the building's security as best as possible.

Kirklees Council

J O B D E S C R I P T I O N

2. Housekeeping

- 2.1 Premises are routinely inspected to ensure that they are safe for all building users and to prevent loss or damage to buildings and property. Any suspicious occurrences or problem areas are identified and reported as appropriate and in line with operating procedure at that time.
- 2.2 Active participation in maintenance of a safe working environment for oneself, colleagues, occupants and customers.
- 2.3 All assigned premises are kept in a clean and hygienic state at all times.
- 2.4 Routine & non-routine cleaning tasks are carried out safely and appropriately.
- 2.5 Active participation on energy and environmental matters towards sustainability.

3. Repairs and Maintenance

- 3.1 Minor repairs are carried out with due regard to safe working practices using appropriate tools and/or equipment.
- 3.2 The state/condition of building fabrics, fittings and facilities are monitored and maintained to preserve the building's physical integrity and suitability for occupants.

4. Building and Contents

- 4.1 Materials, equipment and consumables are ordered in a timely manner and stored safely free from damage.
- 4.2 Building Systems are operated in accordance with manufacturer's instructions and / or training and they are maintained and / or tested to the required standards and frequency.

5. Occupation and Lettings

- 5.1 New and potential occupants at given access to and escorted round for viewing of premises.
- 5.2 Occupants are assisted with the moving of furniture in line with appropriate Manual Handling training.
- 5.3 Room layouts are rearranged to suit change of use as required from time to time.

6. Administration

- 6.1 Appropriate and accurate records are kept, maintained and preserved for inspection as and when required. These may be in relation to the job, your personal records or as directed by your Line Manager.
- 6.2 Incidents are recorded and reported for appropriate remedial action.

7. General

- 7.1 To undertake such other duties and responsibilities as may be determined by the head teacher/building manager from time to time and any other duties which may fall within the purview of the job.

Kirklees Council

MISCELLANEOUS

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](https://jobs.kirklees.gov.uk/GenText.aspx?page=page1) to read our safeguarding policy. Alternatively go to: <https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

RESPONSIBLE TO: **Caretaking Manager**

RESPONSIBLE FOR: **Site based and relief cleaners**

**J
O
B

D
E
S
C
R
I
P
T
I
O
N**

Kirklees Council

PERSON CHECKLIST

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 1. To find out more about Council Behaviours please click [here](#) and click on the tab “Working for Kirklees”.

These behaviours will be tested through the selection process.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

Able to carry out caretaking and cleaning duties. Previous experience preferred or must be able to transfer the skills required from other jobs/roles.
Able and flexible to work out-of-hours and weekends.
Able to operate various building security systems.
Actively participate in maintaining a safe working environment for oneself, colleagues and customers.
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence and it is expected that you will either use a council vehicle or your own car.
Observes safe working practices and safe use of equipment.
Sufficiently numerate and literate to complete basic documentation and receive instructions.
Willing to undertake an enhanced Disclosure and Barring Service check. Please note that a criminal conviction may not exclude candidates from applying but will be considered as part of the recruitment process.

JD Reference No	Document1
JD Amended/Prepared By	initials
JD Amended On	date (0?)
JD Graded On	
Refers to Estab(s)	

J
O
B

D
E
S
C
R
I
P
T
I
O
N