



## HISTON EARLY YEARS CENTRE JOB DESCRIPTION

*Histon Early Years Centre is committed to promoting quality and diversity, providing an inclusive and supportive environment for all. We are committed to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken within the Centre.*

*Histon Early Years Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS will be required for this post.*

<b>POST TITLE:</b>	Caretaker
<b>HOURS:</b>	Year round, 10 hours per week, to include 7.30am-8am. One day per week to include 9.15am for fire alarm testing.
<b>SALARY:</b>	£5831 - £5937 (£11.18 - £11.39 per hour) depending on relevant experience
<b>RESPONSIBLE TO:</b>	Head of Centre & Assistant Head of Centre

The main purpose of the job is to ensure the security and care of the building, furniture, fittings and equipment, keeping everything to a high standard of presentation and ensuring a safe physical environment for all the children and staff who work within the Centre.

### MAIN DUTIES AND RESPONSIBILITIES

1. Fulfil all safeguarding responsibilities in line with statutory requirements and following Centre policies.
2. Responsibility for ensuring the building and contents are secured.
3. Advise Leadership Team when need arises for repairs and maintenance to the premises and furnishings in order to ensure everything is in a safe condition at all times.
4. To provide access to building and grounds to authorised persons, taking off alarm systems, unlocking doors and checking as far as possible that the premises and gardens have not been disturbed, switch on lights and open windows.
5. To supervise contractors allowing access to contractors to do any repairs that are required before the Centre opens.
6. To ensure general security and safety of Centre premises and grounds
7. To undertake general portering duties including setting out and putting away furniture, when required for particular events, putting away frozen food supplies if they arrive early in the morning and general storing/moving of any materials and other goods within the Centre as required.
8. Monitor cleaning in accordance with the cleaning contractor's specifications list –undertaking any emergency cleaning duties in the absence of cleaning staff.
9. Ensure an adequate stock of cleaning materials/paper towels etc. is maintained, and order fresh supplies when stocks are getting low.
10. Replenishment of soap, toilet rolls, paper towels if needed in an emergency (generally done by contract cleaners).
11. To carry out repairs and maintenance to a DIY standard.

12. To have competent knowledge of energy efficiency systems i.e. boilers, lighting etc. and to operate these systems effectively and efficiently on a daily basis, to ensure staff and children are warm and comfortable whilst keeping records of consumption and identification of trends.
13. To keep both inside and outside of building clean and tidy.
14. To maintain constant awareness of physical condition of buildings, furniture and equipment and take appropriate steps to either repair anything to a DIY standard yourself, or let the Leadership team know to arrange for maintenance and repairs to be undertaken by others.
15. To direct tradespeople and contractors to the site of repairs and maintenance work and inspect the work of contractors to ensure it is done to a satisfactory standard – follow up on this with the Leadership team if work it is not done to the required level.
16. Complete daily, weekly, monthly task records and other documentation as may be required.
17. Check lighting and fire alarms on a weekly basis, which will need to be when the office is open.
18. Run taps throughout Centre once a week
19. Ensure all the drains and gullies are free- flowing and clean. Clearing blockages should these occur
20. Assist in procedures in the event of fire, flood, snow and ice – including snow clearance, and salting of paths, to ensure safe movement for all arriving at the Centre
21. Ensure all areas are free from litter and excessive accumulations of dirt and rubbish.
22. Undertake appropriate training – including Ladder training, Manual Handling, Legionella and COSHH
23. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Leadership team.
24. Ensure all caretaking equipment is in a safe and clean working condition.