

Job Description

Post:	Caretaker
Responsible to:	Serennu Children's Centre Team Lead
Accountable to:	Serennu Children's Centre Manager
Location:	Serennu Children's Centre, Newport
Salary:	£10.01 per hour
Hours:	Post 1: 17.5 hours per week (Mon to Fri: 7.45am to 11.15am) Post 2: 17.5 hours per week (Mon to Fri: 1.00pm to 4.30pm)
Contract:	Permanent

Job Summary

The post-holder will be responsible for:

Basic maintenance and repairs; upkeep, cleaning and security of Serennu Children's Centre together with specific responsibility for scheduled maintenance and testing of the centre's swimming pool.

Key Tasks

Key Tasks Swimming Pool

- Undertake cleaning tasks as detailed in the daily, weekly and monthly schedules.
- Maintain the swimming pool, including scheduled and unscheduled water cleaning, pH testing, filter cleaning and emptying of pool for scheduled work.
- Undertake routine microbiology testing of water samples.
- Check equipment associated with the swimming pool, for example, the pool cover, hoist, etc. ensuring these are in good working order.
- Utilise a variety of potentially hazardous products and materials adhering to guidance from COSHH data sheets, risk assessments and method statements.
- Responsible for identifying and maintaining an inventory of chemicals used and required for pool maintenance.
- Inform staff to cease operating the pool with immediate effect where tests do not meet statutory compliance, reporting to the manager and maintenance department to rectify the situation.

Key Tasks: Site cleaning, security and safety

- When required, to be responsible for opening the building (i.e. building keyholder) and de-arming security in addition to locking and re-setting security systems at the end of the day.
- In exceptional circumstances such as inclement weather, or out of hours emergencies, to be available to open/lock the building.

- Ensure all entrances are clear of debris and swept clean daily.
- Ensure that, in extreme weather, all entrances and pathways are gritted and safe for egress by members of the public and staff.
- Ensure the cleanliness of the centre, equipment, roads, pathways, shelters and external bins, including window washing of the internal and external glass. This will include using jet washing equipment and paths as necessary.
- Ensure all external bins are emptied as required, but at least on a daily basis. Ensure all external bins are disinfected once a week.
- Ensure that any litter is collected and disposed of around the Serennu site and car parks.
- Ensure all domestic waste is collected and removed from the building.
- Ensure all redundant or condemned equipment or furniture is removed and stored safely whilst awaiting collection.
- Responsible for undertaking the daily and weekly tasks required (e.g. water flushing) to minimise risk of Legionnaires disease, maintaining accurate records and informing works and estates of any remedial action required.
- Undertake monthly fire safety equipment checks and maintain relevant records.
- Act as one of a team of on-site Fire Marshalls.
- Ensure the correct cleaning materials (including colour-coded equipment and cleaning/sterilising agents) are used to maintain the highest standards of hygiene throughout all areas.
- Ensure a neat, clean and tidy appearance is maintained and children and families are treated pleasantly and courteously at all times.
- Organise room rotation to facilitate periodic deep cleaning to ensure standards are maintained.
- Prepare rooms ensuring that they are laid up and ready for usage.
- Assist with the layup and cleanliness of the MediCinema, including set up of electronic lectern.
- Assist centre staff to discourage unauthorised parking by public and staff.
- Assist with any cleaning tasks either in the absence of the domestic staff or to support the centre

Key Tasks: Site maintenance

- Report any equipment or building faults to works and estates and if of a serious nature, report immediately to the Centre Manager and safely secure the area if able.

- Undertake supervised and unsupervised maintenance and repair work such as changing light bulbs/shades, repairing door handles/locks, replace lead/plug, Portable Appliance Test etc. safely and within area of responsibility, reporting any follow-up repairs required. This will include working at heights i.e. ladders.
- Respond to routine and non-routine breakdown requests and carry out basic fault finding techniques on a variety of engineering systems and engineering plant in order to provide works and estates with the information required to enable them to carry out electrical, mechanical or building repairs.
- Provide contractors with the required assistance, information and paperwork to enable them to undertake their work in an efficient and effective manner with minimum disruption to the daily operation of the centre.
- Undertake general handyman duties and provide works and estates, and external contractors with information for the inclusion in their risk assessments and method statements.
- Liaise with supervisor/engineer when replacement components/spares are required to be purchased.
- Observe good housekeeping skills when carrying out repairs, leaving the repaired area clean, tidy and safe.
- Complete general maintenance of the outside areas, including weeding and tidying of park and sensory garden.

Health & Safety

All staff are reminded of their duties and responsibilities as employees to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions of work.

Confidentiality of Information

Comply with Information Governance - complete confidentiality is required under the Data Protection Act 2012 and on no account may any information be divulged to unauthorised personnel.

Flexibility Statement

The Job Description is intended to identify key responsibilities only. It is not intended to be inflexible or a final list of duties, it may be amended from time to time in consultation with the post holder. Any other duties must be commensurate with the grade of the post.

Person Specification

	Essential	Desirable
Qualifications	STA Level 3 Award in Swimming Pool Plant Operations or agreement to commit to the course	
Experience	Experience of general building services Knowledge of caretaking and cleaning services	Experience of working in a child care setting
Skills	Customer focused Excellent verbal and communication skills Organised Able to prioritise	
Knowledge	Mandatory training for health and safety, fire & manual handling Knowledge of cleaning schedules, health and safety	
Personal attributes	Self-motivated Flexible and adaptable Ability to operate in a confidential and professional manner Friendly manner Able to work independently or as part of a team Good time management Well presented	
Other	Prepared to work within any location Be able to work unsociable hours e.g. weekends and bank holidays Be extremely flexible and responsive to the demands of the service Volunteer for at least 4 children centre events, e.g. Fete, Christmas Party	Ability to speak Welsh