# ROLE SUMMARY

**Job Title: Caretaker**

**Reporting to: Children’s Centre Site Manager**

**Updated: 1st April 2017**

**All staff must implement and comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities and Confidentiality.**

This role covers five main areas:

* ***Supervisory Activities*** to liaise and be responsible to the Children’s Centre Site Manager for the efficient running of the Children’s Centres
* ***Development and delivery of services*** to be responsible for the upkeep of the Children’s Centres premises and ensuring that adequate security is maintained at all times
* ***Partnership Working*** to work with and improve relationships with all partner agencies
* ***Information Management*** provide effective communication and collection of data and evidence
* ***Asset Management*** delegated responsibility for the Children’s Centre security, resources and equipment

## Responsibilities

#### Key Results Area One: Supervisory Activities

* Will be required to supervise building contractors when on site
* Delegated supervisory responsibility of students and volunteers on placement
* To support the learning and development of others through shadowing and mentoring activities

***Key Results Area Two: Development and Delivery of Services***

* Initiate repairs including any emergency maintenance work, arranging and monitoring progress to ensure that defects are repaired promptly within the required timescales
* Ensure heating systems operate efficiently and economically in line with maintenance recommendations and maintain associated records
* Maintain the boiler rooms, keeping them clean and free from accumulation of ash, rubbish, wood and flammable materials
* To complete gardening activities, including hedge trimming, grass cutting, planting and weeding and transportation of the garden waste to the Outback at Jubilee Children’s Centre for recycling
* To organise and prepare rooms for meetings and courses, liaising with Reception/Office staff regarding room usage, layout and equipment where necessary and clean up afterwards
* Be a Fire Warden and be familiar with the procedures for building evacuation in the event of fire, flood and major damage
* Assist in ensuring the Children’s Centres are kept in a good state of cleanliness and repair both internally and externally
* To carry out routine Health & Safety monitoring checks to set standards and timescales
* Responsible for the security of the Children’s Centres, including testing the alarms and emergency lighting on a weekly basis, reporting faults as necessary
* Undertake routine health and safety checks and report any health and safety issues to the Children’s Centre Site Manager and comply with the HOT Health and Safety Policy
* Assist visitors to the Centres and act as a security presence around the reception area as and when required. This includes supporting staff with locking and unlocking of the Children’s Centres
* Overseeing work from external contractors, ensuring compliance with Health and Safety regulations, completing necessary paperwork and maintaining minimum disruption to the Centres and its users
* Liaise with external agencies and the Children’s Centre Site Manager regarding repairs and maintenance required outside of the post holder’s remit
* Provide safe pedestrian and vehicular access to the premises, during periods of inclement weather
* To carry out maintenance duties for which the post holder is capable, using correct tools and equipment in accordance with the Health and Safety at Work Act 1974 such as rehang doors, replace windows and window catches; make secure broken windows, painting and plastering works etc
* Provide holiday cover for the Children’s Centre Site Manager for annual leave and sickness
* To understand Health & Safety issues, and to act appropriately should areas of concern arise, in line with the Children’s centres Health & Safety policy and procedures
* To understand child protection issues, and to act appropriately should areas of concern arise, in line with Children’s Centre Safeguarding policy and procedures

***Key Results Area Three: Partnership Working***

* To promote the principles of Children’s Centres, including developing a partnership approach with children and their families, ensuring social inclusivity and equality of opportunity
* Establish and develop collaborative relationships within and across the organisation
* Establish and develop collaborative partnerships outside the organisation that support Halifax Opportunities Trust brands, images and values

***Key Results Area Four: Information Management***

* Take responsibility to maintain accurate and understandable records
* Effective and efficient use of the Cezanne HR system

***Key Results Area Five: Assets***

* The security of the Children’s Centres and their contents. The care and maintenance of equipment and resources needed to carry out the duties of the post
* to be responsible for the security of the Children’s Centres and their contents and to act as key holder and participate in the key holder rota for the Children’s Centres
* Access to confidential data and information
* Delegated responsibility for the safekeeping of mobile phones, laptops, camera’s, diaries and ID badges
* Maintaining records of work
* Support with the up keep of asset registers

***Personal development***

* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions
* Attend and complete actions from regular Supervision sessions with line manager
* Attend regular staff meetings, training days and other training as required
* Maintain up to date knowledge regarding legislation

***Interfaces***

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| *Internal*:   * HOT Trustee Board * Nursery staff team * Children’s Centre management team | *External*:   * Visitors and members of the public * Persons in connection with supply of goods and services * Schools, nurseries * Contactors * Staff from other agencies * Students on placement * Service users – children and their parents/carers |

The responsibilities reflect the core activities of the role and are not intended to be exhaustive. Other activities or duties may be required, or changes in emphasis needed, from time to time to meet the needs of the organisation and it is expected that the role-holder will adopt a flexible approach in this respect. All roles and responsibilities are regularly reviewed and revised where necessary to ensure that organisation needs continue to be addressed.