**JOB DESCRIPTION**

**CHILD & ADULT SERVICES**

**JOB TITLE:** CARETAKER

**DIVISION:** PREVENTION SAFEGUARDING &SERVICES

**GRADE:** BAND 6

**RESPONSIBLE TO:** ADMINISTRATION & BUILDING SUPPORT MANAGER

**POST REFERENCE:**  105371

**Purpose of Post**

1. To be a member of the Early Help Caretaking Team working across Hartlepool to support good, safe and effective access to Family Hubs and other Locality facilities.
2. The security of Family Hubs premises, in accordance with the Premises Policy and Health and Safety Regulations.
3. The lighting and heating of the premises, in accordance with the specification of the building.
4. Where cleaning is carried out under a service contract, monitoring the performance of the contract in accordance with the specification.
5. Responsible for the opening and/or closing of buildings.
6. To liaise, work and cover for other Caretakers involved with the Family Hubs

**Key Relationships**

Children and their families who are accessing Family Hubs and all Early Help staff

**Main Duties and Responsibilities**

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| 1. | Health & Safety of buildings and inspections, including preparation for the inspections. |
| 2. | To assist in ensuring Health and Safety of staff and members of the public. |
| 3. | Setting out rooms for services, clearing away and preparing the premises / site for day to day and after normal hours activities including evening and weekend lettings, and securing the premises after use. |
| 4. | Ensuring that all equipment and machinery used by the caretakers and other staff is in safe working condition and properly stored when not in use, in a lockable cupboard where appropriate. To set up and take down equipment. |
| 5. | The security (including patrolling) of the premises, together with the contents; routine and non-routine opening / closing of the premises and grounds. Where required setting of the alarm system and testing alarms in accordance with Family Hubs Premises Policy or installer’s instructions. |
| 6. | Carrying out authorised procedures in the event of fire, flood, breaking and entering, accident or major damage, and in furtherance of this duty to be aware of the location of the water and gas mains, stop cocks and the main electrical fuse box. Caretakers are also responsible for checking the flushing systems to prevent accidental flooding and for making safe and/or removing broken glass, maintenance of fire buckets, keeping first aid boxes stocked and ensuring that, if a fire extinguisher has been used, it is replaced or refilled. |
| 7. | Making regular inspections of the premises and equipment, drawing the attention of the Line Manager to any repairs or maintenance work required. Where instructed, taking the appropriate action (following the emergency procedure where applicable) to ensure that repairs are carried out by either caretakers or Neighbourhood Services, satisfying health, safety and hygiene requirements. |
| 8. | TIt may be necessary to refer matters of this nature on to other staff e.g. Line Manager or the Police. |
| 9. | Ensuring that all playing areas and paths are free from litter and that all drains and gullies are free flowing and clean and ensuring that outside areas e.g. play areas, car parks, paths etc. are cleared or salted/gritted and safe in bad weather. |
| 10. | Duties in connection with building refurbishment and maintenance, usually of a minor nature, and the energy conservation programme (e.g. meter reading). |
| 11. | Porterage of goods and materials, and the movement of furniture and equipment: taking delivery of goods and materials for distribution or storage. |
| 12. | Acting as Site Monitoring Officer in respect of the cleaning operations at the premises and as agreed with the Contract Supervising Officer including the completion of any checklists and certification documents i.e. Risk & COSHH Assessments in line with the authority's Health & Safety policy. |
| 13. | Cleaning of the premises and resources, as required, outside of the cleaning contract during normal operational hours. Also undertaking routine cleaning of defined areas of the premises. |
| 14. | Ensuring that all rubbish and broken or obsolete furniture or equipment is removed to bins or safe storage areas so that it can be removed as soon as practical. |
| 15. | Carryout light gardening duties. |
| 16. | Undertake laundry work arising from the activities of the establishment. |
| 17. | To be part of the Early Help Caretaker’s Team including cover and support of other caretakers in the Family Hubs ensuring a co-ordinated approach to all tasks and cover for annual leave and sickness absence. |
| 18. | From time to time, Early Help Caretaker’s may be asked to undertake lettings/security duties at other Departmental buildings to cover emergency situations. When this occurs, time worked will be paid at the appropriate rate. |
| 19. | To undertake any training or development relating to the post. |
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Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: February 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**