

**YSGOL BRO HYDDGEN
MACHYNLLETH
POWYS. SY20 8DR**

**School Caretaker
I DDECHRAU GORFFENNAF 2022**



Governors at Ysgol Bro Hyddgen are keen to appoint a Caretaker from 1st July 2022. The ability to communicate in Welsh would be desirable.

If you would like to discuss any aspect of the post, please contact the Headteacher.

Due to the nature of the post in respect of the post for which you are applying, this post is subject to the requirements of the Rehabilitation of Offenders Act (Exceptions) Order 1974 and the Amendment (Exceptions) Order. This means that you do not have the right to withhold information about convictions, cautions or binding orders that might otherwise have been "spent".

APPLICATIONS CAN BE MADE THROUGH THE POWYS COUNTY COUNCIL
WEBSITE <https://recruitment.powys.gov.uk> and enter "THR0203"

YSGOL BRO HYDDGEN



JOB DESCRIPTION

Position Title:	School Caretaker
Job Reference;	THR0203C
	37 hours per week
JE Code:	SCH51
Division/Section:	Schools
Location/ Work Base:	Ysgol Bro Hyddgen, Machynlleth
Accountable to:	Headteacher & Governing Body
Accountable for:	None
Location/ Work Base:	Ysgol Bro Hyddgen
Grade:	Grade 5 Point 7 to Point 9 £20092 to £20903 per annum

BROAD DESCRIPTION:

Works under broad direction and laid down procedures.
Responsible for managing caretaking services to all buildings forming the school site, ensuring a safe and secure environment.
Has responsibility for undertaking minor or temporary maintenance and repairs.
Drives school minibus.
Supervises school caretaking/premises staff.
Responsible to the Headteacher or nominated representative for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site as necessary.

Responsibility for others: The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

Responsibility for staff: The post supervises, checks work, instructs and/or trains a small number of staff.

Responsibility for financial resources: The post has no or limited direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has considerable responsibility for cleaning, maintenance and repair of a range of equipment or buildings and /or responsibility for security of buildings.

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

Security:

Carrying out security procedures for the school buildings and grounds
Routine and non routine opening and closing and security of premises and grounds
Take action to prevent trespass on the premises
Ensure unauthorised parking of vehicles does not occur
Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours.

Cleaning:

Ensure the premises and furnishings are cleaned in accordance with the school's/authority's standards, including supervising, organising and appraising the work of cleaning staff
Carry out regular cleaning inspection and maintain log sheet
Ensure floors are stripped and retreated at appropriate intervals
Order cleaning materials and equipment
Maintain time book, fill in claims forms etc

Maintenance:

Ensure that site is maintained and fit for purpose
Carry out minor maintenance work and repairs.
Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff.
Check for and report damage as appropriate
Direct contractors to sites of repair and maintenance work
Inspect work of contractors where satisfaction note required
Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available
Check boiler
Carry out frost precaution procedures
Carry out procedures in event of fire, flood, breaking and entering, accident or major damage
Provide emergency access in the event of snow or minor flooding or similar emergency situations
Ensure playing areas and paths are free from litter
Clear snow and apply salt as necessary
Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary
Ensure that caretaking and cleaning equipment is in a safe and working condition
Undertake occasional painting (of doors/small areas etc)

Stock:

Receive and check delivery of stock, materials etc, ensuring appropriate storage.
Ensure adequate supply of fuel, light bulbs and janitorial materials are available,
placing orders as necessary

Lettings:

Prepare for after-school activities and ensure accommodation is prepared for normal
school use

Undertake school lettings in accordance with the lettings procedures

Other:

Move equipment and resources as required

Mark sports pitches (where appropriate)

Drive school minibus

Check fire alarm systems

Assist Headteacher (or nominated representative) in undertaking risk assessments

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

Literacy skills to complete forms and orders, write instructions, understand and follow
H & S and COSHH instructions

Numeracy skills to check goods, carry out stock control and undertake calculations

Previous experience in caretaking or related field

Be aware of and understand the Authority's regulations, e.g. H&SAW and COSHH
guidelines

Able to carry out procedures, routines and follow instructions

Able to operate cleaning equipment, machinery and tools and undertake basic
maintenance

Have minor maintenance skills (e.g. plumbing, electrical, glazing, woodwork) to
make safe.

Able to drive school minibus

Understand basic administrative systems (lettings, time book, extra hours,
maintenance hotline, ordering)

Understand and be familiar with the layout and organisation of the school and its
site.

Able to supervise and train premises staff, as appropriate

Able to take initiative and be proactive

Can solve straightforward problems, respond to unforeseen circumstances (e.g.
hazards, accidents etc)

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**Gofalwr Ysgol
I DDECHRAU GORFFENNAF 2022**



Mae Llywodraethwyr Ysgol Bro Hyddgen yn awyddus i benodi Gofalwr o'r 1af o Orffennaf 2022. Byddai'r gallu i gyfathrebu yn Gymraeg yn ddymunol.

Os hoffech chi drafod unrhyw agwedd y swydd, cysylltwch â'r Pennaeth.

Oherwydd natur y swydd sydd ynghwlm â'r swydd rydych yn ymgeisio amdani, mae'r swydd hon yn amodol ar ofynion y Gorchymyn (Eithriadau) Deddf Adsefydlu Troseddwyr 1974 a'r Gorchymyn Diwygio (Eithriadau). Mae hyn yn golygu nad oes gennych yr hawl i atal gwybodaeth am euogfarnu, rhybuddion neu orchmynion rhwymo a allai fod fel arall wedi'u "disbyddu".

GALLWCH YMGEISIO DRWY WEFAN CYNGOR SIR POWYS
<https://recruitment.powys.gov.uk> a rhwch "THR0203" yn y Blwch Geiriau Allweddol

YSGOL BRO HYDDGEN

SWYDD-DDISGRIFIAD



Teitl y swydd:	Gofalwr Ysgol
Rhif y Swydd:	THR0203C
	37 awr yr wythnos
Lleoliad:	Ysgol Bro Hyddgen, Machynlleth
Graddfa:	Graddfa 5 Pwynt 7- 9 £20092 to 20903 y flwyddyn
Yn atebol i:	Pennaeth a'r Llywodraethwyr
Yn gyfrifol am:	Neb

Prif ddiben y swydd:

DISGRIFIAD BRAS:

Yn gweithio dan gyfarwyddyd eang a gweithdrefnau gosodedig.
Yn gyfrifol am reoli gwasanaethau gofalu ar gyfer pob adeilad sydd ar safle'r ysgol, gan sicrhau amgylchedd diogel.
Yn gyfrifol am wneud mân waith cynnal a chadw ac atgyweirio neu waith dros dro.
Gyrru bws mini'r ysgol.
Goruchwyllo staff safle/gofalu'r ysgol.
Yn atebol i'r Pennaeth neu gynrychiolydd enwebedig am ddarparu trefn gofalu, glanhau a chynnal a chadw'r safle ac ymateb i argyfyngau cysylltiedig â'r safle yn ôl yr angen.

Cyfrifoldeb am eraill: Mae'r swydd yn effeithio rywfaint ar les unigolion neu grwpiau (h.y. corfforol, meddyliol, cymdeithasol, iechyd a diogelwch).

Cyfrifoldeb am staff: Mae'r swydd yn goruchwyllo nifer bychan o staff, yn gwirio eu gwaith, yn eu cyfarwyddo neu eu hyfforddi.

Cyfrifoldeb am adnoddau ariannol: Prin yw cyfrifoldeb y swydd, os o gwbl, am adnoddau ariannol heblaw ymdrin weithiau â symiau bach o arian, prosesu sieciau, anfonebau etc.

Cyfrifoldeb am adnoddau ffisegol: Mae gan y swydd gyfrifoldeb sylweddol am lanhau, cynnal a chadw ac atgyweirio amrywiaeth o offer neu adeiladau a/neu gyfrifoldeb am ddiogelwch adeiladau.

TASGAU, DYLETYSWYDDAU A CHYFRIFOLDEBAU NODWEDDIADOL

Diogelwch:

Cyflawni gweithdrefnau diogelwch ar gyfer adeiladau a thir yr ysgol
Diogelwch y safle a'r tir, a'u hagor a'u cau'n rheolaidd ac yn afreolaidd
Gweithredu i atal tresmaswyr ar y safle
Sicrhau nad oes cerbydau'n cael eu parcio heb awdurdod
Bod yn ddeiliad allwedd enwebedig ac ymateb yn briodol os bydd y cwmni larwm neu'r heddlu'n cael eu galw allan, ac i argyfyngau eraill y tu allan i oriau gwaith arferol.

Glanhau:

Sicrhau bod y safle a'r dodrefn yn cael eu glanhau yn unol â safonau'r ysgol/yr awdurdod, gan gynnwys goruchwyllo, trefnu a gwerthuso gwaith y staff glanhau
Cynnal archwiliadau rheolaidd o waith glanhau a chadw taflen log
Sicrhau bod y lloriau'n cael eu stripio a'u hail-drin ar adegau priodol
Archebu offer a deunyddiau glanhau
Cadw llyfr amser, llenwi ffurflenni hawlio etc

Cynnal a chadw:

Sicrhau bod y safle'n cael ei gynnal a'i gadw a'i fod yn addas at ddiben
Gwneud mân waith cynnal a chadw ac atgyweirio.
Yn gyfrifol am offer a chyfarpar sylfaenol a rhoi gwybod am eitemau, atgyweiriadau, gwaith cynnal a chadw sydd eu hangen ac sydd y tu hwnt i allu staff safle'r ysgol.
Edrych am ddifrod a rhoi gwybod amdano fel sy'n briodol
Cyfeirio contractwyr at safleoedd gwaith atgyweirio a chynnal a chadw
Archwilio gwaith contractwyr pan fydd angen nodyn bodlonrwydd
Gweithredu peiriannau gwresogi i gynnal tymereddau penodol a sicrhau bod cyflenwad digonol o ddŵr poeth ar gael.
Cadw llygad ar y boeler.
Dilyn gweithdrefnau gofal rhag rhew
Dilyn gweithdrefnau os bydd tân, llifogydd, torri i mewn, damwain neu ddifrod difrifol
Darparu mynediad brys os bydd eira neu fân lifogydd neu sefyllfaoedd brys tebyg
Sicrhau bod llwybrau ac ardaloedd chwarae'n rhydd o sbwriel
Clirio eira a gosod halen yn ôl yr angen
Sicrhau bod draeniau a rhigolau'n cael eu harchwilio i sicrhau eu bod yn llifo'n rhydd ac yn lân, gan ymdrin â rhwystrau yn ôl yr angen
Sicrhau bod offer glanhau a gofalu mewn cyflwr diogel a'i fod yn gweithio
Gwneud gwaith peintio achlysurol (drysau/ardaloedd bach etc)

Cyflenwad:

Derbyn a gwirio cyflenwad, deunyddiau etc sy'n cael eu dosbarthu, gan sicrhau eu bod yn cael eu storio'n briodol.

Sicrhau bod cyflenwad digonol o danwydd, bylbiau golau a deunyddiau gofalwyr ar gael, gan archebu mwy pan fydd angen.

Gosodiadau:

Paratoi ar gyfer gweithgareddau ar ôl yr ysgol a sicrhau bod yr adeiladau'n barod at ddefnydd ysgol arferol

Cynnal gosodiadau'r ysgol yn unol â'r gweithdrefnau gosod

Arall:

Symud offer ac adnoddau yn ôl y gofyn

Marcio caeau chwaraeon (os yw'n briodol)

Gyrru bws mini'r ysgol

Gwirio systemau larwm tân

Cynorthwyo'r Pennaeth (neu gynrychiolydd enwebedig) i gynnal asesiadau risg.

CYMWYSTERAU, HYFFORDDIANT A GALLUOEDD TEBYGOL

Sgiliau llythrennedd i lenwi ffurflenni ac archebion, ysgrifennu cyfarwyddiadau, deall a dilyn cyfarwyddiadau lechyd a Diogelwch a'r Rheoliadau Rheoli Sylweddau

Peryglus i lechyd (COSHH)

Sgiliau rhifedd i wirio nwyddau, rheoli stoc, gwneud cyfrifiadau

Profiad blaenorol mewn gofalu neu faes perthnasol

Bod yn ymwybodol o reoliadau'r Awdurdod e.e. lechyd a Diogelwch yn y Gwaith a chanllawiau COSHH, a'u deall

Yn gallu dilyn gweithdrefnau, trefnau a chyfarwyddiadau

Yn gallu gweithredu offer, peiriannau a chyfarpar glanhau a gwneud gwaith cynnal a chadw sylfaenol

Bod â mân sgiliau cynnal a chadw (e.e. gwaith plymwr, trydanol, gosod gwyrdr, gwaith pren) i ddiogelu pethau.

Gallu gyrru bws mini'r ysgol.

Deall systemau gweinyddol sylfaenol (gosodiadau, llyfr amser, oriau ychwanegol, llinell frys cynnal a chadw, archebu)

Deall cynllun a threfn yr ysgol a'i safle, a bod yn gyfarwydd â hwy.

Gallu goruchwyllo a hyfforddi'r staff safle, fel sy'n briodol.

Gallu gweithio ar ei liwt ei hun a bod yn rhagweithiol

Gallu datrys problemau syml ac ymateb i amgylchiadau annisgwyl (e.e. peryglon, damweiniau etc)