

JOB DESCRIPTION

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| JOB TITLE: | Caretaker |
| GRADE/SALARY: | Grade 5, Scale Point 7 – 11 (£20,092 to £21,748 per annum actual salary) |
| REPORTING TO: | Headteacher |

JOB PURPOSE

Under the instruction/guidance of the Headteacher:

- To provide a well maintained, safe, secure and clean working environment for the school;
- To move furniture and equipment as required;
- To take responsibility for the management and delivery of reactive maintenance talks.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The post holder will:

- Deal with reactive maintenance where there is a threat to the safe use of the building or to prevent further damage, which may include simple repairs or decoration;
- Undertake compliance checks as required (e.g. Legionella, fire alarm, emergency lighting, fire door) recording evidence on an online system (currently Every);
- Supervise the cleaning team ensuring all areas meeting the high standards expected by the school;
- Undertake cleaning tasks as required using specialist equipment as necessary;
- Maintain the security through locking/unlocking school buildings and areas, setting the security alarm and other security systems where applicable;
- Assist with regular security checks, identify security risks, report any security breaches;
- Operate and respond to alarm systems where appropriate;
- Safeguard pupils in the event of an incident (lockdown/evacuation);
- Undertake/assist with the receipt, distribution, collection and dispatch of goods;
- Undertake and participate in the organisation and movement of furniture and equipment within the building;
- Maintain and arrange orderly and secure storage of supplies;
- Operate everyday equipment in accordance with instructions;
- Deal with 'reactive maintenance where there is a threat to the safe use of the building or to prevent further damage. Where maintenance requires a skilled tradesperson arrange and oversee the reactive maintenance repair using the list of Trust pre-approved minor works suppliers;
- Undertake basic record keeping as directed;
- Ensure the building is managed as energy efficiently as possible switching lights and other equipment are switched off as appropriate;
- Undertake activities to maintain safe and clean internal and external environment (e.g. checking the functioning of toilets, litter picking, removal of rubbish bags, clearing autumn leaves, sweeping paths, maintaining safe and clear paths in adverse weather);
- Take responsibility for the management of chemicals on the school site in line with COSHH regulations;
- Refill and replace consumables e.g. soap & towels placing requisitions on the finance system for stock;
- Co-ordinate deliveries and maintenance services to the school site;
- To manage contractors on site - ensuring contractors follow working practices as set out in their RAMS agreed with Estates Manager;
- Be aware and report building hazards, rectifying through reactive maintenance where possible;

- Assist in the management and operation of lettings;
- Routinely work on a split shift basis;
- Liaise with the Trust Estates Manager to manage contractors/projects organised.

Relevant working conditions

- The nature of the post may involve some ongoing considerable physical effort, e.g. lifting or carrying of equipment, pushing or pulling items of moderate weight, relating to the nature of the role;
- There may be some exposure to disagreeable, unpleasant or hazardous environmental working conditions;
- Requirement to react to call outs relating to security/weather/building maintenance issues;
- This post is a full year post and there will be a requirement to co-ordinate with the Trust Estates Manager to ensure supervision of contractors during holidays is in place.

Responsibilities for Resources

- Safe and appropriate operation of equipment and use of materials as required;
- Maintain, clean and secure all equipment or materials after use;
- Maintain chemicals in line with COSHH regulations.

Responsibilities for Budget and People

- As above;
- Requirement to raise requisitions and liaise with the headteacher regarding site expenditure.

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with the Head of School at the start of the review period; Ongoing support and monitoring will be provided through regular 1:1s, peer support and external CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;

- Flexible and willing to work between different sites as required;

Other reasonable duties commensurate with the grade of the post as directed by the Headteacher and/or Office Manager and/or Trust Estates Manager.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

PERSON SPECIFICATION

| No. | CATEGORIES | ESSENTIAL/ DESIRABLE | Assessed by: | |
|--|---|-------------------------|--------------|--------------------|
| | | | APP FORM | INTERVIEW/ TASK |
| QUALIFICATIONS | | | | |
| 1. | Level 2 Numeracy/ Literacy (Or GCSE Maths and English equivalent). | E | √ | √ |
| 2. | Cleaning and support services NVQ Level 3 OR equivalent experience or equivalent qualification, or willingness to train to achieve these | D | √ | √ |
| 3. | Health and Safety related qualifications or accreditations | D | √ | √ |
| EXPERIENCE | | | | |
| 5. | Experience of undertaking maintenance task – repairs etc | E | √ | √ |
| 6. | Caretaking/cleaning/site keeping experience in a school or similar environment to a high standard | E | √ | √ |
| 7. | Experience of supervising/directing a team | D | | |
| ABILITIES, SKILLS AND KNOWLEDGE | | | | |
| 8. | Willingness to gain knowledge and perform basic plumbing, electrical, decorating and maintenance tasks | E | √ | √ |
| 9. | Willingness to gain knowledge of health and safety procedures and precautions | E | √ | √ |
| 10. | Willingness to gain awareness of COSHH regulations | E | √ | √ |
| 11. | Experience of operating within a health and safety framework | E | √ | √ |
| 12. | Knowledge of moving and handling procedures | E | √ | √ |
| 13. | Willingness to gain knowledge of cleaning procedures required to meet high cleaning standards | E | √ | √ |
| 14. | Ability to use a computer tablet to: input data, record data on simple spreadsheet, communicate using email | E | √ | √ |
| 15. | Use of equipment/resources required to maintain a school building | E | √ | √ |
| 16. | Ability to work as part of a team and direct the day to day duties of a team. | E | √ | √ |
| 17. | Ability to relate well to children and adults | E | √ | √ |
| 18. | Willingness to use relevant equipment to clean and maintain the site | E | √ | √ |
| 19. | An excellent record of attendance and punctuality | E | √ | |
| 19. | Reliability, integrity and stamina | E | √ | |
| 20. | Think clearly in emergency situations | D | √ | √ |