**Job Description – Caretaker**

Responsible to: Executive Facilities Manager

Hours: 20 hours per week

Weeks per year: 43.51

Salary: Dorset Grade 5; £7,438-£8,016

**Job Purpose:**

To undertake a range of duties to contribute to the security and day-to-day maintenance of school premises, under the general supervision of the Facilities Manager.

**Main Responsibilities and Duties:**

1. To be responsible for the general tidiness and safety of site areas, in particular hard surface

 pedestrian access routes.

1. Carry out any necessary meter readings.

1. To undertake cleaning and maintenance duties.
2. To take delivery of goods and arrange safe storage or distribution, as required.
3. To identify and report building, furnishing or fittings deficiencies to the Executive Facilities

 Manager.

1. To set out/put away furniture for school events and to undertake porterage duties, as required.
2. To ensure that staff and student cloakroom and toilet facilities are in working order and that

 appropriate supplies of consumables are obtained.

1. Promoting and safeguarding the welfare of children and young people in accordance with the

 school’s safeguarding and child protection policy.

**Knowledge & Skills:**

No formal qualification requirements but some previous experience of health and safety procedures and security of premises is desirable. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period. Further training will be provided thereafter, as required.

**Supervision and Management:**

The post-holder will often be required to work without direct supervision due to the times of work and/or nature of the duties.

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