



## TBSHS Job Description

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| <b>Job Title:</b>                         | <b>Caretaker</b>   |
| <b>Responsible to:</b>                    | Site and Facilities Manager  |
| <b>Line Management:</b>                   | Site Management  |
| <b>Job Grade:</b>                         | FTE salary is from £16,196 PA including Fringe dependent on experience   |
| <b>Contract and Hours Of Work:</b>        | <p>Full time or Part Time</p> <p>Flexible working shift pattern to ensure premises coverage whilst site is open from 7am – 6pm</p> <p>Will include some additional evenings and weekends.</p>  |
| <b>Job Purpose:</b>                       | To provide efficient and effective caretaking support to the School ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. To undertake new developments in school that may require skills such as wood work, plumbing and decorating.  |
| <b>Main Duties &amp; Responsibilities</b> | <ul style="list-style-type: none"> <li>• To be responsible for maintaining the security of the premises and its contents. Opening and locking doors, closing windows and turning off lights and left on equipment.</li> <li>• To ensure heating plant and equipment is efficiently operated. Make adjustments as necessary and report any faults to the Site and Facilities manager.</li> <li>• To clear blockages in sinks and toilets and clear up spills where required.</li> <li>• To be responsible for ensuring drains and gutters are kept debris free and that the grounds are litter free.</li> <li>• To ensure that access is safe particularly during adverse weather i.e. snow clearing and gritting.</li> <li>• To dispose of waste materials in a following health and safety guidelines</li> <li>• To maintain appearance of school premises i.e. decorating</li> <li>• Setting up and clearing of furniture for school events</li> <li>• To undertake portorage duties</li> <li>• Changing Lamps in light fittings and comply with the Schools safe working practices.</li> <li>• To understand and control the Schools fire alarm systems and intruder alarm systems.</li> <li>• To carry out portable appliance testing</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• To undertake new developments that require practical skills such as wood work, plumbing and decorating.</li> <li>• Fencing and boundary repairs, e.g. mending broken fencing panels or stakes</li> <li>• To carry out any data collection as required and keep records for reporting.</li> <li>• To carry out any reasonable duties with in the overall function of the job.</li> <li>• Ensuring that all caretaking and cleaning equipment is in a safe and working condition</li> <li>• Carrying out School based procedures in the event of fire, flood, breaking and entering, accident or major damage</li> <li>• To follow the planned preventative maintenance schedule at all times unless otherwise instructed by the Site and Facilities manager.</li> <li>• Be on a call out list to respond to any activation.</li> </ul> <p>Lettings</p> <p>The School is open for lettings in the evenings and at weekends<br/>A lettings rate will be paid for any additional hours undertaken</p> <p>General</p> <p>At all times to carry out the duties in accordance with School-based policies and Health and Safety procedures.</p> <p>Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body.</p> <p>The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p> |
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### Person Specification

|               | ESSENTIAL  | DESIRABLE   |
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| a) Experience | <p>Experience of working in a team.</p> <p>General practical skills and/or maintenance experience.</p> | <p>Experience of caretaking and/or buildings maintenance/security.</p> <p>Experience of working in a school or similar environment.</p> |

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|                   | Experience of working in a relevant trade or industry.  | Experience of security: locking up procedures and alarms.   |
| b) Qualifications | <p>A good basic level of numeracy/literacy skills including using a computer.</p> <p>Willingness to participate in induction training.</p> <p>Willingness to participate in ongoing training.</p>   | <p>Qualification or experience in a trade or relevant discipline.</p> <p>Practically based qualifications and/or experience which demonstrate evidence of competence in these areas eg plumbing, electrics, carpentry</p>   |
| c) Skills         | <p>Ability to work flexibly as part of a team.</p> <p>Effective use of equipment and resources applicable to the post.</p> <p>Ability to undertake general maintenance repairs: Handyperson or DIY skills.</p> <p>Demonstrate effective inter-personal skills and project a positive image of the school.</p> <p>A willingness to work within the Health and Safety Regulations and good practices that apply in a school environment and be eager to improve own knowledge and practice.</p> | <p>Good knowledge of Health and Safety/risk assessment regulations and procedures.</p> <p>Knowledge of moving and handling procedures.</p> <p>First Aid Certificate</p> <p>Full clean Driving License</p> <p>Very good communication and organisational skills.</p> |
| d) Qualities      | <p>A calm, enthusiastic and flexible approach to work.</p> <p>Ability to get on well with colleagues, students and the public.</p> <p>Ability to lift and carry items.</p> <p>Ability to respond calmly to emergencies and take responsibility for actions.</p> <p>Willing to seek advice and source solutions.</p>   | <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation.</p> <p>Practical skills to meet a range of needs.</p> <p>Ability to evaluate needs and seek solutions.</p> <p>.</p>  |

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|  | <p>Subject to the direction of the Site and Facilities Manager, the postholder is expected to act on/his/her initiative.</p> <p>Willing to undertake a variety of tasks, supporting others in the team.</p> <p>Ability to manage time effectively and work calmly under pressure.</p> <p>A good record of health and attendance.</p> <p>Willing to work a shift pattern to ensure premises coverage whilst site is open from 7am – 6pm. This will include some additional evenings and weekends.</p> |  |
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### **Safeguarding**

- The Bishop's Stortford High School is committed to safeguarding and promoting the welfare of children and young people
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the Governing Body's pre-employment checks.

### **Additional Information**

- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training and performance management and development.
- The post holder is expected to accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.