

Caretaker – Job Description & Person Specification

Job title: Caretaker

Hours: 45 hours per week. Monday to Friday. As a part of the role, split shifts are occasionally required. Final working pattern to be agreed.

Salary: £26,760 - £28,231

Contract type: Full-time, permanent

Reports to: Office Manager

1. Main Purpose:

The role of Caretaker at Watling Park School is for a self-motivated, flexible, pro-active individual.

The Caretaker is responsible for:

- Maintaining a clean, safe and secure school premises which includes buildings and grounds
- Carrying out cleaning and handyperson activities
- Routine maintenance and refurbishment
- Providing support across the school premises in areas such as portering, minor repairs and preparation for seasonal changes to the outside areas
- Some supervision of cleaning staff
- Promoting and addressing health and safety aspects around the school
- Supervising external contractors and site use (as required)

This is a broad and varied role and one which requires an eye for detail and someone who is solution focused.

You should have a keen eye for detail and be able to demonstrate a practical knowledge of DIY skills.

The individual should be smart in appearance and have good organisational, administrative and communication skills.

Work patterns are based on a 45 hour working week and will generally be between the hours of 07:00 – 17:00 however, there may be times when flexibility is required. There will be an hour unpaid lunch break. In the rare case of overtime needing to be worked, this will be paid on your normal hourly rate unless it is at the weekend where it will be paid at time and a half.

2. General duties:

- Carry out general caretaking core and portering duties, such as moving furniture and equipment around the school ensuring all areas are maintained to a high standard of tidiness and safety; litter picking; removal of bodily fluid spillages; cleaning; general maintenance
- Maintain the general school premises, furniture and fittings, and report any issues to the office manager as required
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors/FM company as required
- Support SLT and other staff to supervise the drop off and collection of children each morning and afternoon
- Provide requested information or recommendations on site development projects and site use

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages, cleaning of toilets and other areas (e.g. after lunch or following lets)
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, hall, offices and other frequently used spaces on school premises in liaison with the office manager
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary, ensuring all areas are secure and safe
- Check at the end of the day that all windows, doors, windows and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems as required, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety
- Any other duties pertaining to the security of the premises

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation (in liaison with FM company as required)
- Carry out and record regular health and safety checks, including on legionella risk (if required), play equipment, safety equipment, and any hazards on school premises; report any problems to the office manager
- Provide safe access to the school in cold weather conditions
- Support the office manager and health and safety team to ensure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work

3. Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals

- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively in a timely and satisfactory manner with standards met and adhered to
- Undertake daily inspections of the premises and plant to ensure all in order for the day ahead
- Ensure contractors and external visitors comply with security and health and safety while on school premises

4. Confidentiality

- Ensure all aspects of confidentiality are considered and followed and that information is shared appropriately with relevant people

5. Attributes and Competencies

- Ability to act quickly and prioritise workload to minimise disruption to the teaching environment
- Ability to work as part of a team and communicate with all stakeholders effectively
- Capable of identifying, removing or reducing risks
- Able to effectively process paperwork, documents for work orders and tasks
- Administering of the day to day maintenance of educational buildings
- Ability to raise site related Purchase Orders
- Proactive communication with school representatives
- Ability to undertake planned preventative maintenance (PPM) duties and reactive maintenance works
- Capable, calm and supportive in emergency situations, such as fire evacuations/evacuations, operation of fire panel/system
- Delivery and recording of statutory testing, such as: emergency lighting; fire alarm, water, lifts

6. Qualifications or Required Experience

- Demonstrate experience of practical maintenance and DIY skills
- Physically fit, to enable such duties as manual handling; working at height; mobility around site
- Flexible approach which may include undertaking occasional overtime, weekend cover for lettings and additional school use
- Be well presented at all times
- Disclosure Barring Service (DBS) Enhanced clearance is a prerequisite of the position.

Please note that this list is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person Specification: Caretaker

Essential	Desirable
Experience: <ul style="list-style-type: none"> • Experience in a similar role (preferably in a school environment) • Caretaking • General building maintenance • Security, including alarm systems • Cleaning work • Some DIY • Working with contractors 	<ul style="list-style-type: none"> • Have knowledge of C.O.S.H.H (Control of Substances Hazardous to Health 1998)
Qualifications:	<ul style="list-style-type: none"> • First Aid Certificate • Accredited Health and Safety Training • GCSEs or equivalent in English in Maths
Skills/Competencies/Qualities: <ul style="list-style-type: none"> • Have strong oral and written communication skills • Willingness to undertake induction training • Willingness to participate in ongoing training relating to the role • Willingness to gain first aid certificate (if applicable) • Knowledge and use of moving and handling procedures including for heavy objects • Ability to work as part of a team • Ability to work in accordance with the school's health and safety policies and standard safe working practice for premises staff • Ability to work to deadlines and under pressure • Ability to work on own initiative • Ability to demonstrate a practical approach to problem solving • Ability to communicate well with adults and students • Ability to respond calmly and effectively to emergencies and challenging situations • Ability to plan, organise and prioritise • Basic DIY skills • Commitment to maintaining confidentiality, safeguarding and equality • Able to work flexibly and out of school hours as required 	
Physical requirements <ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting • Able to carry out work at heights using appropriate equipment 	
Other: <ul style="list-style-type: none"> • Enhanced DBS clearance 	

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.