

GHOST HILL INFANT & NURSERY SCHOOL JOB DESCRIPTION

CARETAKER

PERMANENT, 32.5 HOURS PER WEEK, TERM-TIME PLUS FOUR WEEKS

Line Manager:	Headteacher
Salary:	Points 3-4 of the SET Support Staff Salary Scale FTE £20,812 - £21,189 per annum Pro-Rata £16,859 – £17,472 per annum, including an allowance for holiday pay

THE POST

Ghost Hill Infant and Nursery School is a member of the Sapientia Education Trust (SET).

Ghost Hill Infant and Nursery School is a popular school based in Taverham. The school is regularly oversubscribed. The school currently has six classes (Reception and Key Stage 1), alongside a thriving school Nursery and a popular community toddler group.

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all school Support Staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.
- Basic understanding of IT (to access school communications)

The professional competencies expected of a Caretaker are:

- Understands and complies with Health & Safety Regulations;
- Proficient in the technical aspects of the post;
- Able to work with minimum supervision;
- Punctual and reliable worker.

The qualifications and previous experience required for a Caretaker are:

- A good level of literacy and numeracy;
- A sound track record of work in a relevant area of construction or maintenance.

JOB SPECIFICATION

General Responsibilities

The School Caretaker is responsible to the Office Manager and is responsible for pro-actively managing the security, care and availability of the school site, the building, furniture, fittings and equipment to ensure a satisfactory and safe physical environment and to promote the efficient use of the school's assets.

The post-holder will be required to comply with the Ghost Hill Infant and Nursery School Code of Conduct for Staff and Volunteers.

Ghost Hill Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the school's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Site and Security

- Operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism. Maintain a register of keys issued on the instructions of the Office Manager.
- Request unauthorised users of the site to leave, calling for the assistance of the police if necessary.
- Mornings - Unlocking of gates and entrance doors, disabling alarm and checking as far as possible that the premises have not been disturbed. Switching on of lights and opening of windows as might be required.
- Ensuring that the heating system is operating. Ensuring that access to the premises is safe and free from hazards (e.g. ice, slippery leaves).
- Evenings - Walking around premises, checking that windows are closed, lights and appliances switched off and internal doors locked, as might be required. Locking of external doors and gates, setting of alarm system.
- Provide such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of an emergency.
- Undertake weekly testing of fire alarm, emergency lighting and sprinkler systems on a rolling schedule.
- Undertake legionella testing as required.

Preparing facilities and cleaning.

- Clean school halls, staff and pupil toilets and designated areas daily.
- Laying out of furniture and equipment for meetings as laid out in weekly diary and/or moving of these within the school.

- Prepare school hall and rooms for daytime, evening and weekend use and activities, including setting out of furniture, clearing and cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
- Take delivery of items; move them within the school as required.
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Ensure that all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.
- Ensure that all external hard areas are free of slip and trip hazards including ice (gritting when needed) and leaves.
- Emptying of litter baskets and bins. Maintain health and safety of dustbin areas.
- Ensure adequate stock of materials for cleaners.
- Cleaning all windows at both school & Nursery four times a year.
- During periods of school closures the cleaning work will include any special tasks that become necessary, including the use of step-ladders in accordance with the Authority's guidelines and other non-routine cleaning.

Maintenance and repairs

- Carry out maintenance and repairs of property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson
- Report to line manager, maintenance and repair work which is beyond the competence of caretaker
- Direct workmen and contractors to the site of repair and maintenance work, inspect the work of contractors where there is a requirement to sign a satisfaction note.
- Carry out routine procedures such as replace light bulbs, batteries, change clocks
- Ensure all caretaking (and where applicable, cleaning) equipment is in a safe clean and working condition.
- Ensure that all drains and gullies are free-flowing and clean.
- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available.
- Monthly inspections & checks on the school's play equipment, and repairing where possible.

Monitoring work and team working

- Monitor the use and stock of cleaning materials, request more when required.
- Monitor energy use and take steps to reduce energy use in consultation with Line Manager.
- Carry out normal supervisory duties of the cleaning team, monitor the standard of cleaning and deal with minor problems providing a link to the school's cleaning contractor
- Health and safety, including completion of all relevant paperwork
- Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire
- Precautions Regulations.
- Check school site and premises regularly and ensure that all areas are safe and free from hazards, clear and grit paths, and public areas when necessary. Ensure good levels of grit are available for the school site – ordering this when necessary

- Carry out termly risk assessment/health and safety inspections with Line Manager and Governor Health and Safety representative. Attend to problems arising or contact relevant contractor.

HOURS OF WORK

Paid weeks	43 (Term Time plus four weeks)
Hours per week	32.5
Normal Working Pattern	Monday – Friday Split shift 07:00hrs -10:00 / 14:30 – 18:00
Unpaid Breaks	30-minute break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.
Overtime	Additional hours may be worked by mutual agreement with the line manager and claimed on a timesheet. Additional hours will be paid at the Employee's standard rate of pay.

REMUNERATION

Salary Details:

- Points 3-4 of the SET Support Staff Salary Scale
- **FTE** £20,812 - £21,189 per annum
- **Pro-Rata** £16,859 – £17,472 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be entitled to join Ghost Hill Infant and Nursery School's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate attire for the role. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that pupils, staff and visitors are able to identify Ghost Hill Infant and Nursery School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Ghost Hill Infant and Nursery School's Performance Management programme.