



**Park High School
Job Description**

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Post Details:	Caretaker
Scale:	HO4 – HO5 (£25,629 to £29,214) (dependent on experience)
Hours:	36 per week (flexible shift pattern)
Term:	Full Time

Responsible to: Facilities and Operations Manager

Job Purpose:

To support the Facilities and Operations Manager in ensuring and promoting the security and maintenance of the school.

Key Responsibilities

- To be a Key holder, ensuring that the school is open and closed at the designated times.
- To ensure the security of the school by ensuring that all windows are closed, doors locked and the intruder alarm is set.
- To be able to work in accordance to a flexible shift pattern to assist with business continuity.
- Ensuring contractors complete a Permit to Work form.
- To support the Facilities and Operations Manager and Site Supervisor in ensuring the safety of the site, students, staff and visitors.
- Under the direction of the Facilities and Operations Manager to undertake minor repairs, improvements and redecoration of the school site.
- Preparation of the halls for functions, assemblies, private out of hours' lettings, etc.
- Assisting with deliveries and moving furniture, equipment and parcels around the school site.
- Assisting with general cleaning during the school terms and holidays – washing and polishing floors with chemical usage and scrubbing machinery, etc.
- Maintenance of the school grounds including sweeping and clearing litter from all areas on site (especially after morning break and lunchtime).
- To be a visible presence when on duty for open evenings, functions and lettings to help ensure safety and security for all those on site.
- Monitoring of sundries and replenishment.
- Ability to deal with bodily fluids.
- To assist staff with tasks as required.
- Any other duties as required by the Headteacher and/or line managers.
- Take part in any training deemed necessary (i.e.: Safeguarding, health and safety, legionella and asbestos awareness, manual handling, etc.)

PERSON SPECIFICATION



Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good general education • First Aid at Work qualification or willingness to undertake training 	<ul style="list-style-type: none"> • Minibus D1 licence
Experience	<ul style="list-style-type: none"> • Aptitude for DIY and General Maintenance • Experience of flexible working – rotating shift pattern 	<ul style="list-style-type: none"> • Experience of caretaking
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Ability to carry out minor repairs – general maintenance • Ability to manage own work effectively • Self-motivation • The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of people • Good organisational skills • Ability to prioritise effectively • Good literacy and numeracy skills • Good communication skills • Flexible approach • Attention to detail • Ability to access all areas of the building 	
Other requirements	<ul style="list-style-type: none"> • Commitment to student safeguarding and well-being • Commitment to equal opportunities • Commitment to on-going professional development • Flexibility to work evenings and weekends 	