



MANCHESTER
ISLAMIC
GRAMMAR SCHOOL
FOR GIRLS

FAITH • LEARNING • LIFE

Job description: Caretaker

Manchester Islamic Grammar School for Girls is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Caretaker

Salary: £23,795 - £27,638 for a 37.5 hour week. Any hours worked over this, will be paid at your normal hourly rate.

Hours:

Monday – Friday: 8:00 am – 5:00pm (incl. 1 hour unpaid lunch break)

Weekend working: On an ad-hoc basis you may be required to work weekends

School Holiday Duties: The Caretaker is expected to be available during the Easter and summer holiday periods as required by the Headteacher. Hours will typically be 9.00am – 5.00pm, however this is flexible depending on the works being completed. This will involve providing access for contractors and general maintenance that otherwise would not be practical to carry out during the school term time.

Contract type: Full-time, permanent

Reporting to: SLT

Main purpose

The caretaker is responsible for:

- Ensuring the school faith ethos are upheld at all times
- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portering, and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school
- Liaising with external contractors,

The Caretaker will become a trusted 'Key Holder' for the School and be expected to carry out any necessary duties that this may involve call out in the event alarms are triggered, etc.

Duties and responsibilities

General duties

- Carry out portage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the line manager
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors

Cleaning/Maintenance

- 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 cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Keep a record of cleaning supplies and make arrangements for ordering when stocks are low
- Replenishment of paper towels, toilet rolls and other disposables in the toilet areas
- Be responsible for the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- Ongoing repair and odd job work as necessary
- Receipt and distribution of any ordered goods, materials and equipment, checking delivery notes and ensuring staff receive goods ordered.
- Moving furniture and setting up and taking down tables and chairs for special events, functions and meetings.
- Arrange for the cutting of replacement keys
- Supervise the School entrance during school events, some out of hours working is expected.

Grounds

Working with MMPS caretaker to ensure:

- General Maintenance of the grounds including gardening and seasonal trimming and pruning as required/necessary
- The grounds are cleared of all rubbish, leaves and snow / ice as appropriate, ensuring that all fire exit /escape routes are clear and accessible
- All boundary areas / walls, entrances and exits are secure at all times
- Playground areas are inspected daily
- Gritting is done as and when necessary

Minor Repairs

The following is a list of 'typical' activities to be undertaken by the School Caretaker

- Repair door handles, door closures, shelving, display boards, locks, lockers, basic painting and decorating, window latches
- Repair of furniture and school equipment
- Fitting toilet roll holders, soap dispensers and paper towel mechanisms
- Small plumbing jobs
- Temporary boarding up of windows, removal of dangerous glass, making areas safe in the event of a hazard arising
- Cleaning / Disinfections as needed during school day

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
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, 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

Health and safety

Work with the Health and Safety Lead and Coordinator to:

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to Health and safety Coordinator
- Provide safe access to the school in cold weather conditions
- Monitor the work of contractors, ensuring safe working practice and quality of work

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
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively
- Supervise a caretaking team that delivers and meets the needs of the school
- Ensure contractors and external visitors comply with security and health and safety while on school premises

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the caretaker will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

PERSON SPECIFICATION	
Desirable Qualifications	<ul style="list-style-type: none"> ➤ Level 2 Award in Support Work in Schools (or similar relevant qualification)
Desirable Experience	<ul style="list-style-type: none"> ➤ Caretaking ➤ Building maintenance ➤ Security, including alarm systems ➤ Cleaning work ➤ Some DIY ➤ Working in a team ➤ Supervising a small team of staff ➤ Working with contractors
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of health and safety regulations ➤ Ability to work flexibly, independently and as part of a team ➤ Basic DIY skills ➤ Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all students ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Conscientious, flexible, trustworthy and reliable ➤ Deals with difficult situations effectively ➤ Able to work flexibly and out of school hours as reasonably required ➤ Able to relate to students, teachers, management, parents, contractors, members of the public etc. and deal with all people in a polite and courteous manner
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 high levels using appropriate equipment

Notes:

This job description may be amended at any time in consultation with the postholder.