

CARETAKER: JOB DESCRIPTION

Line of responsibility

The caretaker will be directly responsible to the School Business Manager.

Job purpose

The caretaker is responsible for:

- ✓ Ensuring, under the direction of line manager, that the school premises and grounds and its contents are properly maintained, secured and ready for use, and undertaking such tasks as may be necessary for effective site management, including portering, administrative and lettings duties.
- ✓ Assisting in the co-ordination of health and safety, ensuring that regulations are followed and adhered to throughout the school.
- ✓ Supporting and contributing to the overall ethos, work and aims of the school.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Job specification

Operational

- ✓ Establish and maintain good relationships with all children, parents/carers, colleagues, contractors and other professionals.
- ✓ Act as a key-holder and control site keys, and routine and non-routine opening.
- ✓ Assist in the maintenance of the school site, buildings and grounds to a high standard.
- ✓ Assist in ensuring maintenance and functioning of the school's heating and utility systems/services.
- ✓ Assist and undertake cleaning duties to ensure that all school buildings and grounds are maintained to agreed standards and specifications, including the establishment of effective monitoring procedures and rotas.
- ✓ Undertake the removal of graffiti and assist in arranging for the cleaning of laundry items and the monitoring of contracts for refuse and sanitary bins collections.
- ✓ Assist in arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work, including monitoring the work of contractors.
- ✓ Personally undertake minor repairs and maintenance tasks, which are within her/his competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage.
- ✓ Assist and order and maintain stocks of cleaning materials, equipment and protective clothing as required.
- ✓ Undertake the removal of snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand.
- ✓ Ensure deliveries to the school are correctly accepted, securely stored and distributed.
- ✓ Maintain, following direction from her/his line manager, the security of the site and grounds, including liaising with other stakeholders with respect to arrangements.

- ✓ Report any breaches of security and ensure that any resultant damage is remedied properly and promptly.
- ✓ Undertake various portering and administrative duties.
- ✓ Supervise lettings, as directed by her/his line manager, ensuring that users' requirements are met and the security of the school buildings are maintained at all times.
- ✓ Ensure, in conjunction with the headteacher and her/his line manager, that all health and safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises' users and visitors, including contractors.
- ✓ Assist in ensuring all required risk assessments are carried out and completed, and action taken where necessary.
- ✓ Ensure that appropriate signs and notices are displayed.
- ✓ Notify appropriate agencies, following direction of her/his line manager, of any issues and make necessary arrangements, for example pest and vermin problems.
- ✓ Assist in ensuring that reporting of incidents, including accidents, is fulfilled in accordance with requirements.

Personnel

- ✓ Assist her/his line manager in ensuring required safeguarding checks have been completed as per school policies and procedures before engaging contractors, reporting any concerns to her/his line manager.

Assist her/his line manager in identify training needs

Administrative/financial

- ✓ Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- ✓ Prepare information, statistics and reports as required by her/his line manager, the headteacher and the governing board.
- ✓ Maintain manual and computerised records and filing systems relating to all areas within her/his remit as required.
- ✓ Assist in maintaining up-to-date records of the school's assets.
- ✓ Deal with correspondence promptly and as required.
- ✓ Assist her/his line manager and ensure that financial procedures and activities are carried out as required by school policies and procedures, such as taking meter readings
- ✓ Ensure that best value principles are followed where possible.

General

- ✓ Work outside of normal school working hours for extended school status activities, lettings, school events, and emergencies as required.
- ✓ Participate in school emergencies as required, including co-ordinating arrangements, locating children and staff, providing contact details and completing necessary documentation.
- ✓ Assist in arranging and giving training sessions to staff to ensure that they are aware of procedures and regulations.
- ✓ Attend training sessions and meetings as required.
- ✓ Undertake first aid training and responsibilities as required.

- ✓ Keep up-to-date with relevant legislation and regulations, including health and safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff.
- ✓ Retain confidentiality in all aspects of school life.

CARETAKER: PERSON SPECIFICATION		
Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> Studied to a minimum standard of GCSE grade 4 or equivalent, in English and mathematics. Relevant qualification/s or proven experience of one or more of the following: heating systems, plumbing, electrical/general/ grounds or buildings maintenance, carpentry, decorating. Substantial DIY and/or maintenance experience. 	<ul style="list-style-type: none"> Further education qualifications in related field/s. Experience of working in the building/construction industry. Experience of co-ordinating health and safety. Experience of working in a school or similar establishment. Experience of line-management of staff including a team. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> Ability to build and form good relationships with children, colleagues and other professionals. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Good verbal and written communication skills appropriate to the need to communicate effectively. Good standard of numeracy and literacy skills. Ability to absorb and understand a wide range of information and deal with confidential issues appropriately. Ability to proficiently use office computer software including word 	<ul style="list-style-type: none"> Working knowledge of construction/building regulations. Working knowledge of maintenance and security systems and procedures. Working knowledge of heating and ventilation systems. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews

CARETAKER: PERSON SPECIFICATION		
Essential	Desirable	Evidence
<p>processing, spreadsheet, database and internet systems.</p> <ul style="list-style-type: none"> Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety. 		
Personal qualities		
<ul style="list-style-type: none"> Ability to reach and bend, and to carry out some heavy lifting. Initiative and ability to prioritise one's own work. Able to follow direction and work in collaboration with the line manager and senior leadership team (SLT). Able to work flexibly to meet deadlines and respond to unplanned situations. Efficient and meticulous in organisation. Desire to enhance and develop skills and knowledge through CPD. Able to work evening and weekends and attend out of hours emergencies. Commitment to the highest standards of child protection and safeguarding. Recognition of the importance of personal responsibility for health and safety. Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>