

JOB DESCRIPTION

School:	Smithdon High School
Job Title:	Caretaker
Grade:	Scale C, Point 4, £12.65 per hour
Hours/weeks:	37 hours per week, 52 weeks per year
Responsible to:	The Headteacher Site Manager
Working With:	The Headteacher Site Manager Trust Estates Manager School Staff

Purpose of the Job

To ensure that the school premises and contents are properly maintained, secured and ready for use, in accordance with all Health and Safety Regulations and the practices and procedures of the school. To help keep the school clean and tidy.

Responsibilities

- To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc. If required to be available to answer emergencies outside of regular working hours and pre-planned lettings.
- To ensure that heating and lighting systems and other equipment are working properly.
- Maintaining safe working practices and adherence to all best practice and statutory requirements in the area of Health and Safety arrangements for the Caretaking function including completion of risk assessments.
- Effectively manage store cupboards and stock rotation, minimising stock holding and working to a set budget. Completing purchase orders, placing orders and maintaining records.
- To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974, as well as complying with the Trust and School Safeguarding policies.

- To be fully aware of, and to comply with, all departmental instructions and procedures relating to Health and Safety at Work, and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
- To undertake portering and handyman duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.
- Completing cleaning and deep cleaning duties dependent on the needs of the business;
- To undertake general duties, dealing with lost property, general cleaning of store rooms, obtaining or storing equipment/materials for teaching and other staff.
- Coordinating and completing the lifting, moving and setting up furniture for events and school requirements in line with health and safety procedures.
- To carry out regular inspections of responsible areas, reporting all defects, maintenance requirements and damage in a timely manner; To carry out general repairs.
- To undertake outside duties, for example: clearance of drains and gullies, general tidying, moving of rubbish, snow clearance, etc.
- To undertake all annual mandatory training

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English		✓	Appl/Int
Level 2 Maths		✓	

Experience	Essential	Desirable	How assessed
Good knowledge and demonstrable experience of Caretaking.	✓		Appl/Int
Knowledge and working experience of Health & Safety regulations and safe working practices within a Caretaking position	✓		

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Good organisational and time management skills	✓		Appl/Int/Ref
Ability to prioritise and organise work commitments	✓		
Awareness of the responsibilities of working in an environment with young people.	✓		
Ability to work independently and as part of a team	✓		
Ability to work under pressure and to tight deadlines	✓		
Ability to follow strict procedure and regulations	✓		
Effective oral/written communication skills	✓		
Flexible approach to work	✓		

Personal qualities	Essential	Desirable	How assessed
Positive attitude to work	✓		Appl/Int
Excellent interpersonal skills	✓		
Professional at all times	✓		
Passionate and caring	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		

Appl = Application form

Int = Interview

Ref = Reference