



IGNITE

LEARNING PARTNERSHIP

CARETAKER JOB DESCRIPTION

Job Title:

Caretaker

Grade:

4

Responsible To:

Headteacher

Job Purpose:

The post holder will have a proactive role in ensuring the school buildings, facilities, site services and lettings programmes are maintained and operated to specific standards under the direction of the Headteacher.

Main Duties & Responsibilities:

Security

- Ensure premises are locked / unlocked and secure.
- Operation of alarms.
- Ensure lights are turned off and windows are closed.
- Ensure fire doors are operational and alarms tested.
- Be on call in the event of emergencies.
- May on occasion be asked to cover other schools within the trust.

Site Maintenance

- Undertake minor routine building and site maintenance work as required.
- Assist with the organisation of school refurbishment programmes.
- Liaise with school staff and contractors as required.
- Ensure all plant and equipment is maintained to the required standard and statutory testing is completed / arranged by contractors.
- Ensure all outside services are maintained, including drains, and hard areas.
- Monitor the standards of cleaning and grounds maintenance.

Caretaking

- Porterage and transportation of equipment, furniture and materials.
- Ordering of goods and supplies.
- Letting of the school premises.
- Energy conservation – ensuring all heating and lighting adequately maintained.
- Ensure health and safety regulations are complied with.

Cleaning

- Keep playground paths clean and the school site litter free.
- Undertake cleaning and maintenance during school closures in accordance with specification.

Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.



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CARETAKER PERSON SPECIFICATION

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Good literacy and numeracy skills 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent in relevant discipline 	<ul style="list-style-type: none"> • Application Form • Certificates
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge and understanding of relevant policies/codes of practice – Health and Safety • Ability to use a range of tools and equipment ensuring safe handling and storage • Experience of coordinating building projects and premises improvements 	<ul style="list-style-type: none"> • Previous experience of working in a school setting 	<ul style="list-style-type: none"> • Application Form • References • Interview • Letter of Application
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate clearly at all levels with internal and external personnel, contractors and suppliers • Plan and manage own workload 		<ul style="list-style-type: none"> • Application Form • Selection Process • References
Personal Qualities	<ul style="list-style-type: none"> • Highly motivated with high expectations, a positive attitude and a good sense of humour • Excellent self-management skills including the ability to plan and organise one's time effectively • The ability and willingness to work in partnership with other members of the School team • A high level of personal integrity and flexible approach to responsibilities • An approachable professional who responds well to and offers constructive advice • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these 		<ul style="list-style-type: none"> • References • Interview • Letter of Application