

## Caretaker

<b>Job Title:</b>	<b>Caretaker</b>		
<b>Salary:</b>	<b>GR2</b>	<b>Hours:</b>	<b>36.5 per week</b>
<b>Contract Type:</b>	<b>Permanent</b>		
<b>Reporting to:</b>	<b>Headteacher</b>		

### Main Purpose:

To provide a clean, safe and secure environment for users of the school buildings and grounds.

### Duties and responsibilities

#### **1. Security and Building Access**

- Responsibility for the security of the school's buildings and grounds at all times.
- Open or close school premises at the required times depending on working hours.
- Monitor and respond to any security concerns, including checking that doors, gates and windows are secure at the start and end of each working day.
- Be a key-holder and first point of contact for alarm call-outs as required.

#### **2. Cleaning and Grounds Maintenance**

- Daily and periodic cleaning of designated areas of the school buildings and grounds according to the schedule of work.
- Ensure that the school premises and grounds are maintained to a high standard of cleanliness and tidiness at all times.
- General portage duties including the movement of furniture and equipment within the school as required by operational needs.
- Carry out grounds maintenance tasks including litter-picking and ensuring pathways and entrances are safe and accessible.

#### **3. Health, Safety and Compliance**

- Comply with all Health and Safety legislation and school policies at all times.
- Ensure that compliance checks are completed and accurately recorded, including fire safety checks, legionella testing, and other statutory requirements.
- Operation of the school's heating plant, monitoring energy usage and taking meter readings as required.
- Report any hazards, defects or unsafe conditions to the Headteacher promptly and take immediate action to make areas safe where necessary.
- Supervise external contractors on site, ensuring they have completed all relevant pre-visit checks and are working safely in accordance with school procedures.

#### **4. Maintenance and Repairs**

- Carry out handyperson duties including minor repairs to furniture, fixtures and fittings.
- Undertake non-specialist decorating tasks as directed.
- Carry out a full range of caretaker duties anywhere in the school as required by operational needs.

- Maintain a log of maintenance tasks completed and outstanding repairs requiring specialist contractor involvement.

## **5. Contractor Management and Communication**

- Arrange for external contractors to complete work in school, completing all relevant pre-visit checks and ensuring compliance requirements are met in advance.
- Liaise with the Headteacher regularly and at least once each half term regarding Health and Safety issues, ongoing repairs, meter readings, maintenance and building projects.
- Maintain accurate records of contractor visits, compliance checks and maintenance work completed.
- Any other duties as commensurate within the grade in order to ensure the smooth running and safety of the school.

## **Employee responsibilities**

- Uphold the Trust's commitment to safeguarding and promoting 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, equal opportunities, reporting 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. Ensure all tasks are carried out with regard to Health and Safety.
- Adhere to the overall ethos, work and aims of the school. Promote the agreed vision and aims of the school. Set an example of personal integrity and professionalism.
- Establish constructive relationships and communication with all staff and other agencies/professionals. Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required. Act at all times in a manner appropriate to the seniority of the post.

## **Supervision received**

- Works under the direction of the Headteacher
- Regularly supervised with work checked by the Headteacher. Expected to plan own work to meet defined deadlines and objectives.

### **Notes:**

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 this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

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

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Person Specification

Essential	Desirable	Where tested: A – application I – interview T – test or activities C – certificate
<b>Qualifications</b>		
No formal qualifications required; however a willingness to undertake relevant training is essential.	City and Guilds qualification in Cleaning Techniques or equivalent (desirable).	<b>A / C</b>
Basic literacy and numeracy skills sufficient to complete records, logs and compliance documentation.	NEBSS Manual Supervisors Course, IOSH Working Safely, or equivalent Health and Safety qualification (desirable).	<b>A</b>
<b>Experience</b>		
Experience in caretaking, cleaning or building maintenance work.	Knowledge of maintenance and cleaning techniques appropriate to a public building.	<b>A / I</b>
Ability to organise own workload effectively and complete tasks according to a schedule.	Knowledge of Health and Safety responsibilities in a building maintenance/caretaking environment.	<b>A / I</b>
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.	Experience of working in a school or similar public-sector setting.	<b>A / I</b>
Experience of operating heating/boiler plant or building services equipment.	Experience of liaising with and supervising external contractors on site.	<b>A / I</b>
<b>Knowledge &amp; Skills</b>		
Ability to carry out minor repairs, handyman and non-specialist decorating tasks.	Knowledge of COSHH regulations and the safe use and storage of cleaning materials and chemicals.	<b>A / I</b>
Ability to use cleaning equipment and machinery safely and in accordance with manufacturers' instructions. Knowledge of statutory compliance checks (e.g. fire safety, legionella	Experience of carrying out statutory compliance checks and maintaining accurate records.	<b>A / I</b>

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testing) and the ability to maintain accurate records.		
Ability to follow schedules and instructions and complete tasks to the required standard.	Ability to respond flexibly to the demands of the role, including responding to urgent or unplanned maintenance issues.	A / I
Ability to work independently and use initiative when identifying and addressing issues.		I
Good level of physical fitness required to meet the demands of the role.		A / I / T
Basic IT skills sufficient for completing maintenance logs and compliance records.		A / I
Ability to communicate clearly and professionally with school staff, contractors and visitors.		I
Good health record appropriate to the physical demands of the post.		A / I / T
<b>Personal qualities</b>		
Commitment to promoting the ethos and values of the school and contributing to a safe and welcoming environment for all pupils and staff.		A / I
Self-reliant and able to motivate self; takes pride in the appearance and safety of the school premises.	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school.	I
Ability to work under pressure and prioritise effectively, responding calmly to competing demands.		I
Commitment to maintaining confidentiality at all times. Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school.	Deals with difficult situations effectively. Embraces change and adapts positively to new working practices and requirements.	I

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Commitment to safeguarding and equality; DBS Clearance required.		I
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