

## CARETAKER

The County High School Leftwich, Granville Road, Leftwich

Grade 3

SCP3 – SCP4

Job Description & Person Specification

### Job Description

#### Reporting to

The Site Manager, Headteacher and Senior Leadership Team.

#### Purpose of the role

The purpose of the Caretaker role is to help maintain the smooth operation of the school, ensuring that it is a comfortable, safe and secure environment for all our students, staff and visitors alike.

Responsibilities include maintaining the school building, including the Multi Use Games Area (MUGA) and outside hard play surface areas, carrying out minor repairs and improvements and general maintenance tasks to ensure that the school and site are maintained in satisfactory condition that meets the required standards.

#### Main responsibilities

1. Monitor and operate the engineering systems (i.e. heating, etc.) and advise the Site Manager of any faults in order to ensure the most economical use of fuel, electricity and water.
2. Liaise with contractors engaged by the school and monitor their work (if directed by the Site Manager) to ensure specific standards are achieved.
3. Liaise with external and internal hirers of the school facilities.
4. Operate and maintain appropriate site security systems, including opening and closing the building and end of each school day, as appropriate, and lettings outside school hours, ensuring the school is secure, internally and externally. Responding to

call outs as necessary, which is via a Rota system.

5. Maintain Health and Safety standards, reporting to the Site Manager any failures to comply with the school's statutory obligations in this area and ensure the contractor's work meets Health and Safety Regulations.
6. Carry out portering (including the moving of heavy furniture) and cleaning duties (including the MUGA and outside hard play areas) which will secure the most efficient use of resources.
7. Maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure correct distribution.
8. Ensure a clean and well-maintained working environment throughout school for teaching and learning.
9. There will be a requirement to cover holidays and sickness where necessary, to provide satisfactory security arrangements for the school along with on-call duties on a rota basis.

### **Working with Staff**

1. To ensure the continued smooth operation of school activities.
2. Ensure all work is undertaken in a safe manner.
3. Able to effectively manage a timely response to repairs whilst keeping school updated.
4. Undertake training as required to ensure compliance with duties.

# Person Specification

	Desirable	Essential
<b>Qualification</b>		
Any accredited qualification in Plumbing, Joinery, Electrical	✓	
Literate and numerate		✓
<b>Experience</b>		
Any work in a school environment	✓	
Maintenance/caretaker in any other setting	✓	
Willingness to undertake training as required		✓
<b>Knowledge &amp; Skills</b>		
Understanding of Health and Safety requirements	✓	
Willingness to undertake training as required		✓
Competency in ICT	✓	
Suitable to work with children		✓
Ability to relate to teachers, other professionals and students		✓
Hardworking		✓
<b>Interpersonal Skills</b>		
Readiness to be flexible and adaptable		✓
Able to work independently and as part of a team		✓
Ability to relate to and promote the ethos of the school		✓
Excellent communication skills		✓
Ability to adapt to changes in the workplace		✓
Ability to show initiative		✓
Punctual and reliable		✓
Approachable		✓
Energetic and able to meet deadlines		✓
<b>Personal Qualities</b>		
Highly motivated and resilient		✓
High standards of personal presentation, with an excellent record of attendance and punctuality.		✓
Adaptable, open to change, and willing to take on new challenges with enthusiasm.		✓
Commitment to always maintaining confidentiality		✓
Commitment to safeguarding and equality		✓