



## Job Description

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| <b>Job Title</b>       | Caretaker with Keys  |
| <b>Grade</b>           | <b>Scale 3</b>   |
| <b>Reports to</b>      | Head of School / Head teacher  |
| <b>Responsible for</b> | NA   |
| <b>Liaison with</b>    | School staff, contractors, the public/hirers, officers of County Council departments   |
| <b>Job Purpose</b>     | To contribute to the smooth running of the School by carrying out a range of cleaning and caretaking duties including security and supervision of the site and related equipment and caretaking maintenance, Health & Safety and security of the site.   |
| <b>Duties</b>          | <p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><u>Security and Supervision</u></p> <ul style="list-style-type: none"> <li>● To act as a key holder, carrying out security procedures for the buildings and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).</li> <li>● Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li> <li>● Liaising with contractors and advising the Head of School of their presence.</li> <li>● Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate in liaison with the Head of School.</li> <li>● Attempting to prevent unauthorised access onto the school premises or grounds.</li> <li>● Monitoring and ensuring the cleanliness of the School premises and furnishings.</li> </ul> <p><u>Caretaking and maintenance</u></p> <ul style="list-style-type: none"> <li>● In conjunction with the school’s cleaner undertaking cleaning of allocated areas.</li> </ul> |

- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Head of School. Drawing the attention of the appropriate authorities via the Head to any repairs or maintenance work required at the premises beyond the competence of the cleaning and caretaking staff.
- To carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
  - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
  - redecoration as appropriate;
  - plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
  - Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level.
- Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the cleaning staff.
- Making arrangements for window cleaning.
- Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and contribute to preparation of work programmes.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.

Other duties

- Planning own work.
- Use iAMCompliant to ensure weekly, monthly and annual checks are carried out and the school is compliant with all aspects of Health and Safety.

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|                | <ul style="list-style-type: none"> <li>● Undertaking letting and related duties as appropriate in accordance with the provincial agreement.</li> <li>● Maintenance of Inventory of/in respect of (<i>define</i>) equipment. Carrying out an annual check of equipment against the Inventory.</li> <li>● Advising the Headteacher or an authorised representative*** of the hours worked.</li> </ul> <p><u>Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>● Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Officer for the School.</li> <li>● Monitoring the appropriate (define e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the School.</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>● At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.</li> <li>● Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the School and governing Body.</li> <li>● The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</li> </ul> |
| <b>General</b> | <ul style="list-style-type: none"> <li>● To attend relevant training and meetings as required.</li> <li>● To respect confidentiality at all times.</li> <li>● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>● To understand and apply Trust/school policies in relation to health, safety, welfare and behaviour of pupils.</li> <li>● To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>● Ensure that all duties and services provided are in accordance with the Trust/School’s Equal Opportunities Policy</li> <li>● Adhere to GDPR requirements to safeguard data held across the Trust.</li> <li>● The Trust &amp; School Governing Committees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>● EFSP is committed to Trauma Perceptive Practice; the Essex approach to understanding behaviour and supporting emotional well-being. Being trauma-perceptive means that through our values, policies, and practice, we can effectively support the children, families, and communities in our</li> </ul>   |

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|  | <p>Trust, creating spaces of belonging and safety that enable everyone to flourish, become resilient, and learn.</p> |
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- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## PERSON SPECIFICATION

### Caretaker/ Site Manager

| General heading                        | Detail  | Examples  | Essential | Desirable |
|--|---|---|-----------|-----------|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Experience of caretaking and/or buildings maintenance/security  |           |           |
|  | Knowledge of relevant policies and procedures | Knowledge of First Aid  |           |           |
|  | Literacy                                      | Good reading and writing skills   |           |           |
|  | Numeracy                                      | Ability to count and undertake general mathematical calculations  |           |           |
|  | Technology                                    | Good knowledge of security, heating plant and other building systems<br>Ability to undertake DIY tasks              |           |           |
| <b>Communication</b>                   | Written                                       | Ability to complete forms, write letters and reports  |           |           |
|  | Verbal  | Ability to exchange complex verbal information clearly  |           |           |
|  | Languages                                     | Seek support to overcome communication barriers with children and adults  |           |           |
|  | Negotiating                                   | Ability to negotiate effectively to achieve best outcomes<br>Ability to manage difficult or controversial exchanges |           |           |
| <b>Working with children</b>           | Behaviour Management                          | Understand the school's behaviour management policy   |           |           |
|  | SEN   | Understand and support the differences in children and adults and respond appropriately                             |           |           |
|  | Curriculum                                    | Basic understanding of the learning experience provided by the school   |           |           |

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|                            | Child Development               | Basic understanding of the way in which children develop   |  |  |
|                            | Health & Well being             | Understand and support the importance of physical and emotional wellbeing  |  |  |
| <b>Working with others</b> | Working with partners           | Understand the role of others working in and with the school   |  |  |
|                            | Relationships                   | Ability to establish rapport and respectful and trusting relationships with others                                 |  |  |
|                            | Team work                       | Ability to make an distinctive contribution to the work of the work a team   |  |  |
|                            | Information                     | Contribute to the development and implementation of effective systems to share information                         |  |  |
| <b>Responsibilities</b>    | Organisational skills           | Excellent organisational skills<br>Ability to remain calm under pressure   |  |  |
|                            | Line Management                 | Ability to supervise and monitor the work of others  |  |  |
|                            | Time Management                 | Ability to manage own time effectively<br>Demonstrate a flexible approach  |  |  |
|                            | Creativity                      | Demonstrate ability to resolve complex problems independently  |  |  |
| <b>General</b>             | Equalities                      | Awareness of and commitment to equality  |  |  |
|                            | Health & Safety                 | Good understanding of Health & Safety  |  |  |
|                            | Child Protection                | Understand and implement child protection procedures   |  |  |
|                            | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality  |  |  |
|                            | CPD                             | Demonstrate a clear commitment to develop and learn in the role<br>Ability to effectively evaluate own performance |  |  |

