

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School			
Post Title	Grade	JE Pts	Date
Caretaker	Grade 4	NJC 355	April 2008

Statement of Purpose

To work under the direction and instruction of senior staff to provide routine cleaning and/or caretaking tasks to support the effective operation of the school.

Security and Safety

- Unlock and secure premises at agreed times and maintain the key(s) in their possession for emergency call-out.
- Check that the heating and lighting systems are operating satisfactorily and checking their efficiency with regard to energy conservation.
- Check fire and/or security alarms are working satisfactorily.
- Ensure that premises are in a safe, tidy and satisfactory condition prior to use. In the morning this will normally require attendance until a member of staff arrives.
- Maintain vigilance for Health and Safety concerns in and around the building including checking outside area for syringes, broken glass etc. and disposing appropriately.

Maintenance and Cleaning

- Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements.
- Replace such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, etc.
- Clean designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores etc. This may include cleaning up after contractors during school closure periods.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- Carry out the removal of debris from gullies, drains etc. and that the school and ground are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- Ensure clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).

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Minor Repairs

- Minor repairs to include minor plumbing, joinery, electrical work and internal decoration and maintenance, e.g. replacing door handles, replacing light bulbs/plugs with appropriate training.
- Minor plant maintenance in accordance with agreed working practices, e.g. lubrication of heating pumps as appropriate.

Painting and Decorating

- Temporary making good of colour wash, e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work e.g. touching up scratch damage. To undertake repairs, projects and redecoration tasks as appropriate.

Joinery

- Minor repairs to fixtures and fittings such as replacing locks.
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.
- Advice, and/or undertake, where appropriate renovation projects.

Plumbing

- Unblocking sinks, traps and waste pipes. Adjustment and rewashing of taps. Stopping leaks.

Resources

- General portage and collection activities as required including setting up and clearing away furniture.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.
- Attend to the replacement of paper towels, toilet rolls and soap in toilets and teaching areas, e.g. Technology, Science, Art and Craft.
- Carry out tasks of a specialist nature, e.g. an annual Fire Risk Assessment, etc. and report to the school's senior member of staff.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Health and Safety

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to.
Janitors are expected to be smart in appearance and dress.

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Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Senior Site Technician
Level 3**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Several years experience of working in a security, safety, cleaning or maintenance environment. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 2 School support staff or equivalent qualification, or experience in a relevant discipline and/or a relevant trade qualification at NVQ level 3. 	AF
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good understanding and ability to use specialist equipment/technology. • Ability to work constructively using own initiative in the absence of senior staff and as part of a team. • Ability to relate well to children and to adults. • Working knowledge of health and safety codes of practice/legislation. • A good standard of practical knowledge. 	AF/I

