



Kingfisher
Schools Trust
Achieving Success Together

Caretaker

Snape Primary School

Opportunity, Community, Excellence

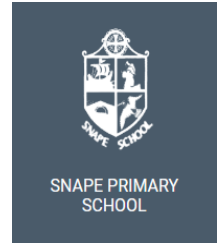


Job Description:

Reports To: Headteacher

Direct Reports: N/A

Grade: Grade 3, SCP 4-6



Role Purpose:

- Under the direction of the Headteacher and in accordance with the practices and procedures of the school, to ensure that school premises and contents are properly maintained, secured and ready for use.
- To help keep the school clean and tidy.

Key Responsibilities:

- To ensure that heating and lighting systems and other equipment are working properly, including such systems in accommodation used solely for school meals where there are common services. To regulate heating/ventilation as necessary.
- Work alongside other caretaking and cleaning staff (where applicable) under the general directions of the Headteacher.
- To monitor the work of cleaning contractors (where applicable) by making regular inspections to check that the specification is being met in terms of frequency and quality of work. To bring initial discrepancies to the attention of the contractor's site supervision and refer ongoing problems to the Headteacher. To assist the Headteacher in the completion of satisfaction certificates by providing information about general standards of cleaning.
- To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974.
- To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
- To undertake portage and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.
- Incidentally to the primary functions of the job, to clean designated areas and ensure that they are kept in a clean and hygienic condition. To be responsible for sanitary conditions and replenishing sanitary materials.
- To undertake general duties, such as collection and distribution of mail, dealing with lost property, general cleaning of storerooms and boiler rooms, obtaining or storing equipment/materials for teaching and other staff.
- To take responsibility for the duties associated with a reasonable number of evening and weekend lettings.
- To undertake outside duties, for example clearance of drains and gullies, general tidying, incineration of rubbish, snow clearance, etc.
- To perform such other duties of a like nature as may from time to time be required by the Headteacher.

Whilst every effort has been taken to summarise the main responsibilities of this post, the above list is not intended to be exhaustive.

All employees of Kingfisher Schools Trust will:

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection

- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



Person Specification

Essential criteria	Desirable criteria
<u>Qualifications and education:</u>	<ul style="list-style-type: none">• 5 GCSEs or equivalent A-C including Maths and English
<u>Experience and knowledge:</u> <ul style="list-style-type: none">• Excellent organisational skills• Ability to both work using own initiative, and to lead and work effectively as part of a team	<ul style="list-style-type: none">• Experience of working within education/school environment
<u>Skills and behaviours:</u> <ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• High levels of personal and professional integrity• High levels of discretion, confidentiality and awareness of data protection• A proactive, flexible and versatile approach• Ability to work effectively and calmly under pressure and manage multiple priorities• A facilitative approach to problem-solving and a 'can do' mind set.	
<u>Professional development:</u> <ul style="list-style-type: none">• Keep learning and adapting to technological changes.• Be open to feedback and new ideas.• Ability to build strong working relationships with a range of stakeholders	