



Parmiter's School

Job Description

Post: Caretaker

Salary: H3/4 depending on experience + fringe allowance

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job context

The Estate team comprises an Estate Manager and a team of personnel who maintain the school grounds and buildings. The team is expected to manage and maintain the grounds and buildings in a professional manner, to a high standard, in line with legislation, 'The Good Estate Management in Schools' (GEMS) guidance, school policies and the requirements of the school in its delivery of education and commercial letting.

The **Caretaker** will undertake tasks as directed by the Estate Manager and will work collaboratively with members of the Estate Team to maintain the school site and buildings to the highest standard. They will take a proactive approach in maintaining the 60 acre estate to ensure a safe, efficient and orderly environment for all staff, students and visitors.

The **Caretaker** will:

- Actively partake in site security insofar as unlocking and the school buildings as required at the beginning of the school day and locking up at the end.
- Ensure that the site is closed down appropriately at the end of each day: lights are off and windows are closed.
- Assist with the setting up and tidying away of resources for school activities and events as required.
- Distribute deliveries to departments throughout the day as required.
- Ensure the cleanliness and good appearance of the school site, playgrounds, car parks and school buildings, identifying and undertaking any necessary cleaning and maintenance tasks as required.
- Clear litter and leaves from all outside areas daily.
- Empty bins and compact rubbish daily, maintaining a tidy waste management area.
- Deal with routine and non-routine waste and assist the school in maintaining sustainability.
- Carry out gritting, salt spreading, and snow clearing as necessary.
- Assist in minor repairs to furniture and fixtures and general handyman duties.
- Assist in the painting and decorating of school buildings as required.

- Assist with the monitoring of the cleaning contractors.
- Assist the team in ensuring Health & Safety requirements and building compliance are met.

The **Caretaker** will work collaboratively with the Maintenance Assistants and Groundsmen to provide the best service as required by the school. Their work is influenced by the cyclical and seasonal needs of the school and they may be required to support others in their role throughout the year.

The **Caretaker** may be required to perform some duties out of regular working hours.

The **Caretaker** is line-managed by the **Estate Manager**.

Personal Development

- To **participate in** and **contribute to** department meetings.
- To engage in and build on positive **working relationships** within the department and throughout the school.
- To reflect and act on **feedback** and undertake relevant CPD and training as identified.
- To attend departmental and school meetings.
- To undertake **annual reviews** in line with the school's Appraisal Policy for Support Staff.
- To identify appropriate **training** relating to the role

Promotion of the department

- To make a **positive contribution** to the life of the school and **exemplify the school vision and values**.
- To promote, advocate and follow all **school policies**.

Within this job description, each individual task may not be identified and the post holder may be asked to undertake any other task reasonably requested by the Senior Leadership Team. This job description will be reviewed annually and may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.

Person specification

	Essential criteria	Desirable criteria
Qualifications		<ul style="list-style-type: none"> ● Health & Safety certification (NEBOSH/IOSH). ● Any relevant trade qualifications.
Previous work experience		<ul style="list-style-type: none"> ● Experience of operating maintenance machinery and equipment. ● Experience of working in an educational environment. ● Experience of working in property maintenance and/or a manual trade
Professional skills & experience		<ul style="list-style-type: none"> ● Experience of working in a trade. ● Knowledge of health and safety working practice. ● Competency in IT.
Other professional qualities	<ul style="list-style-type: none"> ● Integrity and trustworthiness ● Dependability ● An ability to work independently and as part of a team in a busy environment ● The ability to show initiative and prioritise. ● Strong communication skills and organisational skills. ● A “can-do” attitude ● A willingness to learn and adapt ● A keen eye for detail ● An expectation of high standards 	