



# Caretaker

## Sir John Leman High School

*Opportunity, Community, Excellence*



## Job Description:

**Reports To:** Site Manager

**Grade:** Grade 3, SCP 4-6



### Role Purpose:

- Under the direction of the Site Manager 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 Site Manager.
- Carry out routine maintenance, minor repairs and report major issues to the Site Manager.
- Oversee cleaning standards and undertake cleaning tasks as required.
- 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 other duties of a like nature as may be required.

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

### All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors,
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

**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

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.



## Person Specification

<b>Essential criteria</b>	<b>Desirable criteria</b>
<u>Qualifications and education:</u>	<ul style="list-style-type: none"><li>• 5 GCSEs or equivalent A-C including Maths and English</li><li>• Fire safety</li><li>• Manual handling</li></ul>
<u>Experience and knowledge:</u> <ul style="list-style-type: none"><li>• Experience in a caretaker, facilities or maintenance role</li><li>• Knowledge of cleaning methods</li><li>• Awareness of Health and Safety regulations</li><li>• Excellent organisational skills</li><li>• Ability to both work using own initiative, and to lead and work effectively as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within education/school environment</li><li>• Knowledge of safe use of chemicals and equipment</li></ul>
<u>Skills and behaviours:</u> <ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting the welfare of children and young people</li><li>• Ability to work independently and manage time effectively</li><li>• High levels of personal and professional integrity</li><li>• High levels of discretion, confidentiality and awareness of data protection</li><li>• Reliability, flexibility and a practical approach to work.</li><li>• Ability to work effectively and calmly under pressure and manage multiple priorities</li><li>• A facilitative approach to problem-solving and a 'can do' mind set for handling unexpected maintenance or security issues.</li></ul>	

Professional development:

- Keep learning and adapting to industry changes.
- Be open to feedback and new ideas.
- Willingness to undertake any training deemed necessary for the role