

JOB DESCRIPTION	
Post Title	Caretaker
Grade	Supp2
Responsible to	Headteacher/School Business Manager
Job purpose: The main objectives to be achieved by the postholder	
<p>Under the general direction and instruction of the Headteacher / School Business Manager, to contribute to the smooth running of the school by carrying out a range of cleaning and caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment. It is envisaged that the majority of time will be spent on cleaning duties, maintenance and compliance checks. Will also act as a key holder, carrying out security procedures and will undertake minor DIY and maintenance. The postholder would prepare school premises for out of school activities. Under the direction of the Headteacher/Business Manager, may allocate work to part-time cleaning staff.</p>	
Main activities What the postholder will actually do What prescribed duties the postholder will have	
Minibus driving <ul style="list-style-type: none"> - Carry out daily vehicle safety checks and basic maintenance, maintaining a high standard of vehicle cleanliness - Responsible for refuelling the minibus which must be done when the pupils are not on the bus - To transport pupils to/from each phase at the beginning and end of the day - With notice, to assist with extra driving to take pupils to sporting events or outings. - To provide efficient transport of goods, services, mail, parcels and other items between phases and elsewhere 	
Security & Supervision <ul style="list-style-type: none"> - The routine and non-routine opening of school premises and grounds; - 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); - Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations; - Providing access to the school for contractors and advising the Headteacher of their presence; - Allocate work to part-time cleaning staff. 	
Cleaning, Caretaking & Maintenance <ul style="list-style-type: none"> - Undertaking cleaning including closure cleaning; - Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements; - Window cleaning, including cleaning at a high level where appropriate safety equipment and training is available and a safe system of work has been defined in accordance with Health and Safety requirements; 	

- Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level – comments relating to equipment apply detailed above);
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems/faults to Headteacher/Business Manager;
- Drawing the attention of the appropriate authorities via the Headteacher to any repairs or maintenance work required at the premises;
- Minor DIY, which is within the scope and capability of the postholder (e.g. removing graffiti, patching-up paintwork, sanding etc);
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean;
- Ensuring that adequate supplies of cleaning materials and other supplies are available;
- 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;
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for repair as appropriate;
- Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding;
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage;
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching goods, materials etc.
- Maintaining the grounds of the site when required including weeding, mowing, strimming, hedge cutting subject to risk assessment and appropriate training.
- To undertake statutory compliance checks i.e. Fire safety, legionella prevention, workplace inspections and record the outcomes of such checks.

Other Duties

- Preparing the school premises and site for out-of-school activities and clearing up after these activities;
- Undertaking appropriate training i.e. first aid, asbestos awareness and other premises related topics.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments;
- Occasional collection of miscellaneous provisions away from school premises, where reasonable.
- To participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

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

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work

PERSON SPECIFICATION			
Post Title	Caretaker		
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Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), reference (R), test (T), or other (give details)	
Qualifications Full driving licence (including D1)	E	AF	
Experience Experience of working as a cleaner/caretaker	D	AF/I	
Experience of undertaking manual tasks (e.g. maintenance, DIY etc)	D	AF/I	
Experience of using powered equipment (e.g. floor buffer)	D	AF/I	
Experience of security-related duties	D	AF/I	
Knowledge, skills and abilities			
Ability to work as part of a team	E	AF/I	
Good oral communication skills	E	I	
Flexible attitude to work	E	AF/I/R	
Ability to work in an organised and methodical way	E	I	
Basic numeracy & literacy skills	E	AF/I	
Attention to detail skills	D	AF/I	
Basic DIY skills			

Ability to use relevant tools and equipment	D	AF/I
	D	AF/I
Awareness of Health & Safety issues	E	AF/I
Awareness of CoSHH	D	AF/I
Good interpersonal skills	E	I
Positive approach to customer care and service delivery	E	I
Commitment to undertaking relevant training and development	E	AF/I/R
Other (including special requirements)		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, trips, events, fairs)	D	I
Willingness to respond to emergency callouts	E	I
Satisfactory attendance record/commitment to regular attendance at work	E	I/R