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| **JOB DESCRIPTION** | |
| **Post Title** | Caretaker |
| **Grade** | Supp2 |
| **Salary** | £795.46/month, £9545 pro-rata, £24462 full-time equivalent salary |
| **Hours of hour** | 07:30-09:00 and 160;00-17:30 Mon-Fri, term time only plus extra five weeks |
| **Responsible to** | Headteacher/School Business Manager |
| **Job purpose: The main objectives to be achieved by the postholder** | |
| 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 caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment. It is envisaged that most of the time will be spent on reactive 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. | |
| **Main activities**  What the postholder will actually do  What prescribed duties the postholder will have | |
| **Security & Supervision**    - 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. | |
| **Cleaning, Caretaking & Maintenance**  - 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.  - 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 school, 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

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| **PERSON SPECIFICATION** | | | |
| **Post Title** | Caretaker | | |
| **Grade** | Supp2 | | |
| **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 | | E | AF |
| **Experience**  Experience of working as a cleaner/caretaker  Experience of undertaking manual tasks (e.g. maintenance,  DIY etc)  Experience of using powered equipment (e.g. floor buffer)  Experience of security-related duties | | D  D  D  D | AF/I  AF/I  AF/I  AF/I |
| **Knowledge, skills and abilities**  Ability to work as part of a team  Good oral communication skills  Flexible attitude to work  Ability to work in an organised and methodical way  Basic numeracy & literacy skills    Attention to detail skills  Basic DIY skills  Ability to use relevant tools and equipment  Awareness of Health & Safety issues  Awareness of CoSHH  Good interpersonal skills  Positive approach to customer care and service delivery  Commitment to undertaking relevant training and development | | E  E  E  E  E  D  D  D  E  D  E  E  E | AF/I  I  AF/I/R  I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  I  I  AF/I/R |
| **Other (including special requirements)**  Commitment to safeguarding and protecting the welfare of  children and young people  Commitment to equality and diversity  Commitment to health and safety  Willingness to work occasionally outside of contracted  hours (e.g. Parent evenings, trips, events, fairs)  Willingness to respond to emergency callouts  Satisfactory attendance record/commitment to regular attendance at work | | E  E  E  E  D  E  E | I  I  I  I  I  I  I/R |