



<b>Job Description</b>	<b>Caretaker</b>
<b>Reporting to</b>	Premises Manager
<b>Line management of</b>	None
<b>Working hours</b>	37 hours per week on a shift rota 52 weeks per year
<b>Grade</b>	Band 2 – Pt. 3-5 £18,065-£18,795

#### **Purpose**

**To provide a clean and safe environment for users of the school buildings and grounds. The postholder will be responsible for assisting with the work required to provide a clean and safe school. Considerable initiative is required to meet the constantly changing and unpredictable needs of the school. The postholder must be prepared to carry out basic cleaning duties and particularly in the first year of operation (when there will only be 60 children).**

Main duties	
1.	Security of the school's buildings and grounds including opening and closing of buildings on site
2.	Operation of the school's heating plant
3.	General portorage duties, including movement of furniture and equipment within the school
4.	Handyperson duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks
5.	Undertaking of cleaning duties (if required)
6.	Preparation of the site in severe weather
7.	Supervision of cleaning staff or monitoring of and liaison with contract staff (as appropriate)
8.	Provision of appropriate training and instruction to cleaning and maintenance staff.
9.	To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

Supervision	
1.	The postholder will work under the general and specific direction of the Premises Manager and will directly supervise the work of the cleaning staff (as appropriate)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of The Chelmsford Learning Partnership in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Senior Leadership Team or the incumbent of the post.

**The Trustees of The Chelmsford Learning partnership are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This position is subject to an enhanced DBS disclosure, satisfactory references and relevant documentation.**

#### **Caretaker - Person Specification**

<b>Personal Attributes required</b>	<b><u>Essential (E) or Desirable (D)</u></b>
<b>Skills, knowledge and abilities</b>	
Painting and decorating skills	E
Knowledge and ability to undertake first line maintenance/DIY.	E
Awareness of Health and Safety regulations	E
Physical fitness: Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.  Approx. 30% of the time might be spent moving and carrying various items.	E
Willingness to undertake duties, outside and in inclement weather	E
<b>Experience</b>	
Working in an environment where children/ young people are present	D
Collaborative and supportive work with colleagues within an organisation	E
Dealing with members of the public	E
<b>Skills and Knowledge</b>	
Experience of security duties	D
Any relevant qualifications relating to the requirements of the job	D
Ability to relate well to young people and adults.	E
Good oral and written communication skills.	E
Good listening skills.	E
Effective time management.	E
Committed to continual personal and professional development.	E
<b>Personal Qualities</b>	
A commitment to safeguarding all students and staff at the school.	E
Work constructively as part of a team.	E
Willing to work within organisational procedures, processes and to meet required standards for the role.	E
Be resilient and demonstrates ability to work well under pressure.	E
Able to adopt a flexible working practice.	E
Excellent record of attendance and punctuality.	E
A willingness to play a 'hands on' and pro-active role	E
A professional, polite, patient and tolerant, customer focused attitude	E
Ability to respond to emergency call outs.	E
<b>Equal Opportunities</b>	
Commitment to the trust's equal opportunities policy and Child protection policy.	E

