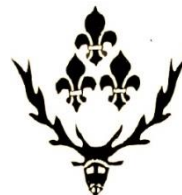


Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

Headteacher
Telephone
Fax
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'Valuing Everyone As Learners'

Job Description

Job Title	Caretaker
Grade	Giffards Scale 3
Reports to	Headteacher/Business Manager
Responsible for	Cleaning staff
Liaison with	<i>School staff and external community</i>
Job Purpose	To contribute to the smooth running of the School by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance. Management of cleaning staff and their work as well as own work.
Principal Accountabilities	Caretaker
Duties	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><u>Security and Supervision</u></p> <ul style="list-style-type: none"> To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Be main contact for 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. Dealing with enquiries from workers and contractors and, where appropriate, advising the School Business Manager of their presence. Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).

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Caretaking and maintenance

- To manage, supervise and oversee Cleaning Staff as required to ensure cleaning is at the required standard.
- Undertaking cleaning of allocated area(s), and secondary 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.
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the cleaners/ School Business Manager
- Drawing to the attention of the School Business Manager any repairs or maintenance work required at the premises which is beyond the expectation of the caretaker and contacting relevant contractors.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
 - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer, repair toilet syphons etc;
 - redecoration as appropriate
 - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of wall fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences, repairing holes in paths/walkways etc;
- Ensuring that all areas within the site are free from litter/leaves and that all drains and gullies are free-flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution.
- 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 and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.

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	<ul style="list-style-type: none"> • Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries and areas subject to flooding. • Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. <p><u>Other duties</u></p> <ul style="list-style-type: none"> • Planning of own workload. • Instructing cleaners in all aspects of their work. • Undertaking letting and related duties as appropriate in accordance with the provincial agreement. Preparing the school premises and site for out of school activities. • Completing claims for caretaking overtime for lettings and making out forms for the requisition of stores and repairs. • To test Fire Alarms and Emergency Lighting • To assist with managing Asbestos. • COSHH paperwork <p><u>General</u></p> <ul style="list-style-type: none"> • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures. • Such other duties relating to the use of the premises as may be necessary from time to time • The duties may be varied by the Headteacher/School Business Manager to meet changed circumstances in a manner compatible with the post held.
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Giffards Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher/School Business Manager to carry out appropriate duties within the context of the job, skills and grade.</p>

CARETAKER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Knowledge of relevant policies and procedures	Basic Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Knowledge of security and other building systems Ability to undertake DIY tasks
Communication	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently

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General	Equalities	Awareness of and commitment to equality
	Health & Safety	Understanding of Health & Safety
	Child Protection	Ability to understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

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