

Job Description

Job title	Caretaker
Grade	Level 3 Point 10 - 14
Reports to	Site Manager, School Business Manager
Responsible for	N/A
Liaison with	School Staff, Students, Contractors
Hours	37 hours per week Shift a) 6.00 am – 2.00 pm Shift b) 8.00 am – 4.00 pm Shift c) 10.00 am – 6.00 pm
Job Purpose	<ul style="list-style-type: none"> 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 portorage, cleaning and maintenance. To undertake the following responsibilities in consultation and collaboration with School Business Manager.
Key Areas of Responsibility	<ul style="list-style-type: none"> Ensure that duties are carried out in accordance with the school's equal opportunities policy and all other policies designed to protect staff and students from discrimination and harassment.
Duties	<ul style="list-style-type: none"> Ensure that access is available to those persons who are making deliveries or carrying out repairs. To assist in the fire drills in line with the school policy & undertake fire safety inspections To be on-call to attend out of hours call outs To operate, monitor and maintain heating plant and equipment. Changing light bulbs, tubes, starters, fuses and plugs. Sweep hard areas and empty rubbish bins. To ensure that all-hard area, paths, and fields are free from litter, weeds and debris Clear rubbish from around the central bin area and ensure that it is kept clean and tidy. To wash the bins as requested. Report any signs of vermin to the Site Manager To ensure that the chairs are laid out for assembly and for the lunchtime when needed and cleared away promptly. To set up rooms as required for meetings, parents evenings etc. Check pumps and associated equipment.

	<ul style="list-style-type: none"> • Broken windows, roof panels, guttering, etc. • Cleaning blocked drains sinks, urinals, toilet pans etc. • Effect repairs to toilet seats, gates, locks, door handles, door hinges, school furniture, toilet cisterns/ball cocks, coat hooks, shelves, taps, drinking fountains, etc. • To undertake painting and decorating tasks. • To lock and unlock the windows, gates, doors around the site as required. • To report damage/vandalism to the Site Manager for action. • To spot clean graffiti in corridors • To report to line manager at weekly meeting • To assist other site staff as required • To have key holding responsibilities and be responsible for site security • Porterage duties in connection with all school use • Movement of furniture daily or when required • To work on a split shift basis to provide additional support for site staff
Lettings	<ul style="list-style-type: none"> • To undertake lettings as part of the normal pattern of work during Monday-Friday. • To ensure that school security is not compromised during a let. • To ensure that the school is returned to normal following a let, furniture is replaced and the area cleaned as necessary. • To ensure that the needs of the hirer are met. • To present a professional and amenable manner to the hirers. • To undertake delegated works from the Site Manager as required during the period of the let.
Other Duties	<p>Upon instruction from the Site Team Manager.</p> <ul style="list-style-type: none"> • Undertake duties to keep site open by clearing snow & ice. • To act as a First Aider and attend training courses for proficiency. • Ensure that contractors work safely when on site. • Deal with bodily spills (blood, vomit) using the correct Health and Safety procedures. • Read all meters, monitor water temperature as part of legionella prevention. • Remove graffiti. • Spray ant/wasp killer.

	<ul style="list-style-type: none"> • To adopt a flexible attitude to the working hours to cover other site staff absences and during the school closure periods. • To deputise if required for the Site Manager in his absence. • To attend courses as required by the Site Manager to aid with self- development. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Accept, support and implement final SLT decisions. • To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skill and grade • Undertake any other tasks reasonably required.
Line Management	None
Performance Management	Identified in the School's Performance Management Policy

PERSON SPECIFICATION: Caretaker

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Substantial relevant work experience.	<ul style="list-style-type: none">• English and Maths Level 2 or Equivalent
EXPERIENCE	<ul style="list-style-type: none">• Responsibility for aspects of site and security.• Experience of meeting Health and Safety requirements.• Practical problem solving.	<ul style="list-style-type: none">• Working with young people.
SKILLS	<ul style="list-style-type: none">• Ability to use tools and equipment to maintain buildings.• Flexible and responsive.• Good communication skills.• Able to work as part of a team.• Suitability to work with children and young people	<ul style="list-style-type: none">• General maintenance skills• Specific building skills i.e. electrician, plumber, painter and decorator
KNOWLEDGE	<ul style="list-style-type: none">• Health and Safety legislation and requirements (COSHH)	