SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description

Caretaker – Grade B

SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

JOB TITLE: **Caretaker**

REPORTS TO: **Headteacher**

BAND: **Grade B**

JOB PURPOSE

To provide a comprehensive support service including key holding, security and janitorial duties and assist in the general maintenance and cleaning of the School. To be responsible for the facilities in the absence of the Headteacher.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity & Inclusion in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

- Opening and closing of premises.
- Key holder responsibilities. Provide access to the premises in the event of fire, flood, breaking and entering, snow and other emergency situations.
- Carry out required duties in connection with approved lettings of premises and after school activities.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles

Maintenance

- Check building for routine maintenance matters and vandalism, reporting and taking appropriate action when necessary.
- Undertake day-to-day maintenance duties, reporting to Headteacher any faults requiring specialist attention. Ensure replacement of light bulbs, tubes, diffusers as required.

Caretaking

- Ensure drainage systems, including foul drains, are free from blockages and arrange to clean when necessary, within the capabilities of the post holder and being mindful of Health and Safety regulations.
- Ensure footpaths, car parks, shrubberies and paved areas are kept in clean and tidy condition.

- Take delivery of, if appropriate store, laundry, stationery, materials and other goods. Carry out porterage duties within the School.
- Operate and monitor the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures, in line with the School's Policy on energy conservation. Carry out frost protection procedures.
- Clean boiler house, stock/storerooms and other designated areas of the building, identified through consultation with the Headteacher. Clean toilets during session times, as necessary. Periodically de-scale toilet furnishings and showerheads, surfaces and channels. Perform other emergency cleaning required due to accidents, illness, vandalism, building and equipment failure.
- Perform such other duties as reasonably corresponding to the general character of the post.
- Direct contractors to sites of repairs and maintenance work, confirm that work has been completed and report deficiencies
- Deal with enquiries from members of staff, contractors and members of the public.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

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

I confirm that I have read and understood, and that I accept, the above job description:

Signature: …… Date: …… Name in full: ……..……

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Caretaker - Grade B **Person Specification**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Caretaking experience ideally in a school setting Janitorial/cleaning experience A background in any combination of electrical, plumbing, gardening, carpentry and decoration skills would be an advantage
	Knowledge of relevant policies and procedures	Knowledge of procedures for using cleaning equipment and chemicals
	Literacy	At least English GCSE (A-C) level or equivalent
	Numeracy	At least Maths GCSE (A-C) level or equivalent
	Technology	Knowledge of basic ICT to support role Ability to use general site equipment
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to follow instructions
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
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Wellbeing	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 working relationships with colleagues
	Teamwork	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate ability to resolve routine problems independently

General	Equalities	Awareness of and commitment to equality
	Health & Safety	Understanding of Health and Safety in respect of using cleaning equipment and chemicals Basic understanding of general Health & Safety
	Child Protection	Good understanding of and commitment to child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role