

Generic Job Description Caretaker

Job Title:	Caretaker
Grade:	Grade 3 (points 5 - 8)
Reports To:	Principal/APBM/Site Keeper

Main purposes of the job

- To be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.
- The person appointed to this role will be expected to have enthusiasm and commitment for improving the school within areas of their direct responsibility.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Responsibilities and Roles

Security

1. Opening and closing, unlocking and locking of school gates and buildings.
2. Unsetting and setting of school alarm system.
3. Responding to, and resetting of, the school alarm, liaising with the police and alarm company.
4. Checking and securing the school premises subsequent to out of hours' intruder alarm activation
5. You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.

General

6. Upkeep and general care of the school
7. Ensuring that external rubbish is stored appropriately
8. Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
9. To empty internal communal rubbish bins daily and work with pupils and staff on recycling initiatives.
10. Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyperson.
11. Drawing the attention of the appropriate authorities, via the Principal, to any repairs or maintenance work, which is beyond the competence and responsibility of Caretaking staff.
12. Directing contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
13. General portering duties and moving of furniture
14. Assisting teaching staff with simple tasks as requested
15. Checking damage/security every morning on arrival at the premises
16. Receive and check goods and supplies and take them to the appropriate place for storage
17. Ensure that clear passage is maintained on fire escape routes
18. Report any defects of building, furniture, fittings and equipment
19. Make safe any hazards and ensure that the area is cordoned off
20. Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.

21. Carry out fire drills in consultation with the appropriate person.

Other responsibilities

22. To ensure that a relief provision is in place for cleaning duties in the case of absence through sickness or holidays after discussion with the Principal.
23. To undertake duties of a similar nature and responsibility as may be required from time to time by the Principal.
24. To carry out all duties in line with the school's policies and Trust's Ethos Policy.
25. To monitor the quality of cleaning undertaken by the cleaning team and work closely with the cleaner in charge regarding standards of cleaning throughout the school.
26. To undertake 'emergency cleaning duties' which may occur during the school day.
27. Maintain all logs and appropriate records and actions in accordance with procedures.
28. To be able to communicate effectively both orally and in writing.
29. To work as part of a team and form good relationships with other colleagues
30. To maintain confidentiality over matters relating to the school, pupils, staff or parents.
31. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
32. To undertake broadly similar duties commensurate with the level of the post as required.
33. Actively participate in any appropriate training when required.



Person Specification – Caretaker

Skills and Abilities	Essential	Desirable	Assessed By
Ability to cope with a varied and demanding workload	√		Application/Interview
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application/Interview
Ability to communicate and interact effectively with adult's children and young people	√		Application/Interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application/Interview
Displays commitment to the protection and safeguarding of children and young people	√		Application/Interview
Willingness and motivation to develop own skills and work towards professional training qualifications		√	Interview
The know-how to assess and carry out minor repairs and maintenance independently and commission experts where required.		√	Application/Interview
Willingness to work outside in all weathers	√		Application/Interview
Qualifications and experience			
Good spoken and written English	√		Application/Interview
Certification of relevant health and safety training or a willingness to attend appropriate Health and Safety training		√	Application/Interview
Willingness and motivation to develop own skills and work towards professional training qualifications		√	Interview
Relevant certification of practical skills and knowledge		√	Application



Knowledge			
An understanding of the various cleaning methods and techniques	√		Application/Interview
An understanding of health, safety and COSHH and other relevant legislation affecting schools		√	Application/Interview
The know-how to assess and carry out minor repairs and maintenance	√		Application/Interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	√		Application/Interview

***Evidence Key:**

A = Application Form I = Interview T = Task/Test