### TITLE OF JOB : Caretaker

**LOCATION : Merry Hill Infant School and Nursery**

**GRADE H3 – H5 (dependent on experience)**

#### 1 PURPOSE OF YOUR JOB

To be responsible for all matters relating to the successful operation and provision of a clean and safe environment for users of the school buildings, grounds and equipment.

**2. MAIN AREAS OF RESPONSIBILITY/DUTIES**

* Ensure that the school site is secure and well-maintained
* Devise and manage the school’s building maintenance programme
* Manage the selection, evaluation and monitoring of external contractors
* Operation of the school's heating plant
* General porterage duties including movement of furniture and equipment within the school
* Daily and periodic cleaning of designated areas of the school building and grounds according to schedule of work
* Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks
* Supervision of cleaning staff or monitoring of and liaison with contract cleaning staff (as appropriate)
* Such other duties which may arise from the use of the premises
* Contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

**3. EQUALITIES**

* Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop
1. **HEALTH AND SAFETY**
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
1. **DBS**
* The post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council’s pre-employment checks.
1. **ADDITIONAL INFORMATION**
* The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school’s policies and procedures.

\*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

1. **SUPERVISION**

The post holder will work largely on his/her initiative subject to the general and specific direction of the Headteacher, and will directly supervise the work of the cleaning staff or monitor the work of contract cleaning staff (as appropriate)

1. **JOB CONTEXT**

The post holder carries the lead responsibility in the school for the smooth running of the premises. The post holder will be responsible for organising 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 post holder must be prepared to carry out basic cleaning duties if required.

The post holder provides reports and recommendations, both written and oral, to the senior leadership team and to relevant governor committees on his/her areas of responsibility.

The post holder needs to be prepared to work during evenings or weekends when the occasion arises, e.g. Summer or Winter Fair.

The post holder is a designated keyholder of the school for emergency access to the site.

1. **CONTACTS**

Headteacher, governors and senior staff of the school

Teaching and support staff

Building trades contractors, suppliers and appropriate LEA staff

Parents, pupils and visitors

Cleaning staff or contract cleaning staff (as appropriate)

1. **KNOWLEDGE, EXPERIENCE AND TRAINING**
* Evidence and experience of working in a school (or similar environment) and a strong commitment to that school as the centre of its community is essential
* Evidence of managing complex demands with a high degree of customer satisfaction
* Accredited management training is desirable
* Flexibility and sensitivity to the needs of a wide range of users of the school
* Knowledge of efficient cleaning methods and materials
* Evidence of success in completing handyperson or DIY tasks (paid or unpaid)
* Knowledge of the requirements of health and safety legislation and good practice relevant to the duties of the post is essential.
* Ability to supervise and motivate staff is essential
1. **PROBLEMS AND DECISIONS**
* Advising the Headteacher of faults to the buildings, fixtures and fittings which require specialist attention and advising on appropriate remedial action
* Monitoring and ordering an adequate stock of appropriate materials and equipment.
* Appointing (in conjunction with the Headteacher) and supervising cleaning staff (if appropriate)
* Liaising with contractors on site to ensure minimum disruption to the work of the school
1. **FINANCE AND RESOURCES**

The post holder will normally supervise a number of cleaning staff unless contract cleaners are used. They may also be responsible for a range of special aspects of the school such as the playground equipment & outdoor learning areas including the Early Years outdoor area.

1. **PHYSICAL EFFORT**

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. A significant amount of time might be spent moving and carrying various items.

1. **WORKING ENVIRONMENT**

Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

1. **ADDITIONAL INFORMATION**

The school premises may be used during evenings and weekends for school activities and by outside hirers. The post holder will be expected by mutual agreement with the Headteacher to attend during lettings for which additional payments will be made in accordance with agreed County Council rates.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

*Merry Hill Infant School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.*

**It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.**