



Job Description: Caretaker

TITLE OF JOB: Caretaker (with cleaning duties)
GRADE: H1/H2 (subject to experience)
REPORTS TO: Headteacher

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment, and to undertake cleaning duties to maintain a high standard of cleanliness in the school.

1 b) MAIN AREAS OF RESPONSIBILITY *

- Ensure that buildings, site and resources are secure, including during out of school hours and take remedial action if required
- Act as the designated key holder for the school premises
- Operate and regularly check systems such as heating, cooling, lighting and security (including alarms)
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site, and cleaning duties
- Inform the Headteacher / Bursar of any repairs, maintenance or other remedial works required
- Monitor stock and order supplies through the Bursar
- Undertake general portage duties, including moving furniture and equipment within the school
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- Work with Senior Leaders to ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register
- Undertake cleaning of the school in line with specified standards and as directed, including specialised cleaning programmes during school closures or other designated periods
- Operate / use and appropriately store domestic and industrial cleaning equipment and materials, following appropriate training
- Collect and dispose of waste, including placing bins out for kerbside collection
- Refill and replace soap, towels and other materials

1 c) SAFEGUARDING & DBS

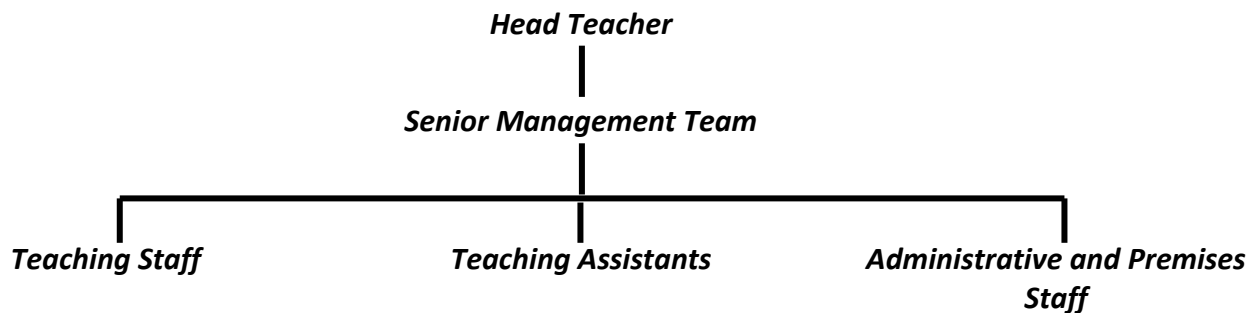
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 d) ADDITIONAL INFORMATION

The jobholder 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 annual performance management and development as required by the schools' policies and practices.

*** 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.**

2. ORGANISATION CHART



3. SUPERVISION

The jobholder is managed by a member of the Senior Management Team, with whom there is likely to be daily contact. In this school, the Senior Management Team is currently the Headteacher.

4. KNOWLEDGE, EXPERIENCE, AND TRAINING

Knowledge	Competencies
NVQ level 2 (or equivalent) Minor DIY repairs and maintenance Level 1 Safeguarding / Awareness of keeping children safe Awareness of Control of Substances Hazardous to Health (COSHH) Working knowledge of Health and Safety at Work Working knowledge of policies and procedures Knowledge of legionella and asbestos testing Understanding of the Schools Ethos, Vision and Values Manual Handling	Communication (written and verbal) Listening Team working Monitoring Planning and organising Flexibility Customer Service

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