



Job Description

Job Title:	Caretaker (incorporating cleaning duties)
Responsible to:	Headteacher / School Business Manager
Salary grade:	H4

The main purpose of the role is to provide a clean and safe environment for users of the school buildings and grounds.

Your key responsibilities as **Caretaker** are:

- To maintain the security of the school's buildings and grounds, including opening (on occasion) and locking up of the school as required (working in conjunction with the remaining contractors until final completion of all building works)
- To operate the school's heating plant, ensuring that adequate heating is provided for all areas in use
- To undertake general portage duties including movement of furniture and equipment within the school
- To carry out daily and adhoc cleaning duties such as cleaning internal areas, including toilets (in the absence of the daytime cleaner) and inspecting throughout the day, external hard surfaces by sweeping and hosing down paths, removing litter, cleaning external doors and entrance ways
- To carry out basic ground keeping duties
- To carry out maintenance and repairs such as decorating, plumbing/electrical, repairs to furniture and fixtures to a level appropriate to the post-holder's experience and qualifications
- To monitor the effective use of energy, water and other services, reading meters and providing reports as required
- To assist with the development and maintenance of policies for health and safety and risk management in relation to the school premises
- To monitor the work of external contactors (excluding construction company or their contractors) and liaise closely with the Headteacher/School Business Manager over problems which may arise
- To assist the School Business Manager with the organisation and evaluation of the work carried out by external contactors (excluding construction company or their contractors)
- To provide appropriate training and instruction to any other cleaning staff
- To monitor health and safety issues on a daily basis and inform the Headteacher/School Business Manager of any problems
- To be a joint-first designated key-holder of the school for emergency access to the premises
- To liaise with the Headteacher/School Business Manager as necessary to ensure efficient and effective caretaking and security both for school occasions and for external hirers
- To perform daily safety checks on school vehicles
- To attend staff insets, and any other relevant training, as required
- To attend and/or assist with the setting up of school functions, including any Open Day(s)

Other Professional Requirements

- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to school Health and Safety policy including risk assessment and safety systems
- To undertake asbestos training, act as an appointed person for asbestos related matters and maintain the school's asbestos log
- To adhere to school policy on equality and diversity
- To contribute to the overall ethos/aims of the school
- To appreciate and support the roles of other professionals
- To participate in training opportunities and professional development as required
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken. **This job description may be varied from time to time in response to specific needs within the school and at the direction of the Headteacher/School Business Manager.**



**Person Specification
Caretaker/Cleaner**

Criteria	Essential	Desirable
Qualifications	Good standard of literacy and numeracy	English and Maths GCSE at A*-C (9-4)
Experience	Experience of working as a caretaker/cleaner Use of ICT Risk assessment experience	Experience of working as a caretaker in a school setting Development of systems and procedures to ensure smooth operation of the school building Risk assessment qualification Experience of managing a small team Experience in the mechanical/electrical trade/DIY
Knowledge	Competent at basic building repairs and maintenance To be able to use small industrial, electrical and mechanical equipment The ability to operate and understand electrical/mechanical systems	Experience of First Aid or willingness to undertake training The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc
Personal Attributes	Excellent communication and interpersonal skills Reliable Able to work in a team and also independently Able to show initiative Able to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to fulfil the duties of the post Able to manage own time effectively and demonstrate initiative including establishing priorities Able to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests Able to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies. Able to comply with Health & Safety regulations to ensure that all duties are carried out safely Able to maintain confidentiality Commitment to safeguarding and promoting the welfare of children	Commitment to personal development