Job Profile

Caretaker
Grade C

School: St. Mary's R C Primary School

Line Manager: Mr J Wheatley

Job Purpose

To be responsible for the security of the school and its contents, the lighting and heating, porterage and handyperson duties, and for cleaning a specific area of the school
The key roles of this post will generally include:

- To be responsible for opening premises, ensuring the premises are secured with all alarms set properly after use, and to undertake key-holder responsibilities.
- To ensure that the lighting and heating systems throughout the premises are operating effectively and safely, and to check heating systems early each Monday morning or on the first day back to school during the heating season – 1st October to 30th April.
- To undertake the cleaning of a specified part of the premises, including after lettings if required.
- To move and assist in moving furniture, equipment and materials around the premises, including before and after lettings if required.
- To undertake handyperson duties as required by the Headteacher
- To be responsible for securing the premises after break-ins, vandalism and weather damage, including cleaning up or arranging cleaning assistance to clear up the effects of the damage.
- To act on reports of building defects as appropriate
- To take delivery of goods and materials as required
- To ensure that all hard surface areas and paths are free from litter and snow, all gullies and drains are free flowing, and to conduct basic safety and/or hygiene tests.
- Such other responsibilities allocated appropriate to the grade of post

Providing support for the school by

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Being aware of and complying with policies and procedures relating to child protection, behaviour, anti bullying, anti racism, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contributing to the overall ethos/work/aims of the school
- Participating in training and other learning activities as required
- Recognising own strengths and areas of expertise and use these to advise and support others
- Such other responsibilities allocated which are appropriate to the grade of the post

Knowledge and Qualifications	
Essential Experience of: • DIY Skills	**Desirable** Qualifications – Nationally recognised qualification (BICS, or equivalent) Full training will be given on appointment Experience of: Similar work – handyperson, cleaning, security
Communication	Expressing ideas and information clearly and in a way which helps people to understand the message
Teamworking	Working with other council employees to achieve results and develop good working relationships
Dealing with customers/service users	Putting the customer/service user first and giving excellent service.
Being Flexible	Adapting to change and working effectively in a variety of different situations.
Learning & Developing	Actively improving yourself by developing new skills and knowledge and learning from past experience
Making things happen	Organising yourself and taking responsibility for achieving results.