



Job Description

JOB TITLE	Caretaker
GRADE	SCP 7 - 11
RESPONSIBLE TO	Headteacher
MAIN PURPOSE OF THE JOB	To provide Caretaking Services to designated properties. Shared responsibility for the careful use of equipment. Stock control and ordering. Site security.
HOURS & CONDITIONS OF SERVICE:	Full time, 37 hours per week, All Year Round.

Duties and key result areas: Carried out in accordance with the school specification and normally under the general direction of a senior colleague, these include, but are not restricted to:-

1. Supervise the work of a team of staff, delegate work appropriately, provide clear guidance and motivate staff to achieve service objectives and quality standards.
2. Provide or ensure the provision of induction to the workplace and coaching staff in work related tasks.
3. Ensure that staff adopt safe working practices in all aspects of work.
4. Ensure that the security of the property is properly maintained that users have access at the appropriate times and that an appropriate response is made in the event of a property related incident.
5. Monitor the cleanliness of the property and ensure that the building specification and standards are achieved.
6. As a member of the team undertake cleaning related tasks as allocated.
7. Ensure that the heating and associated systems are operated and maintained in the approved manner, advise on conservation measures and take all necessary precautions against cold weather damage.

8. Monitor the usage of gas, electric and water supplies ensure that all reasonable and practicable measures are taken to minimise use and report abnormal consumption to the appropriate person.
9. Monitor and report on the general condition of the property, undertake minor repairs as required and ensure all routine maintenance tasks are carried out in a timely manner.
10. Operate and maintain all ancillary plant and equipment as appropriate.
11. Ensure that all ventilation, access and exit points operate effectively and that fire fighting appliances are readily accessible and properly maintained.
12. Ensure that the external areas of the property are kept free of litter and debris, litter and rubbish bins are emptied regularly and main access routes are kept clear of leaves, snow and ice as necessary.
13. Undertake a range of general portage tasks that ensure the efficient movement of goods, equipment, furniture and other items around the property.
14. Ensure that adequate stock levels of appropriate supplies are maintained and distribute supplies as necessary and that corporate procedures are observed.
15. Other duties appropriate to the nature, level and grade of the post.

Other

To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

To promote the safeguarding of children.

To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

To undertake other duties appropriate to the post that may reasonably be required from time to time.

Any other duties required by the Caretaker which is within the scope of this post.

This job description may be subject to change according to the needs of the academy