

JOB DESCRIPTION

SCHOOL:	Holy Trinity Rosehill CofE Primary
POST TITLE:	Caretaker Level 1
GRADE:	D (SCP 4)
REPORTS TO:	Premises Manager
MAIN PURPOSE:	To work under the direct instruction of the Premises Manager, undertake general caretaking duties.

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TASKS:

RESPONSIBILITIES:

- To ensure the general security of the school's premises and grounds (including safety measures in cold weather – gritting), in accordance with the specification of the Authority/ Governing Body
- To ensure that the school premises are cleaned in accordance with the cleaning specification.
- To assist with first line repairs and maintenance
- To undertake general portage duties
- To ensure that the premises are open for use as and when required in accordance with the specifications of the Governing Body and securing the premises after use
- To be responsible for supervising both Authority employees and outside agencies on site with regard to repairs and maintenance of the school building
- To work alongside our Premises Manager to ensure our school building is safe and secure

SECURITY ACCESS:

- To be named key holder for the school premises
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)
- Regular checking of security devices/systems and setting of the alarm system where provided
- Clear and salt main paths and playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school policy
- Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Premises Manager or other teaching staff or Police, where necessary

HEALTH & SAFETY:

- Ensuring that the school premises and furnishing areas are safe and in good order (refer to the school's 'Risk Assessment' Guidelines)
- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to
- To attend appropriate Health & Safety training courses
- Ensure that areas involved with 'sickness' are cleaned and disinfected
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position

GENERAL MAINTENANCE:

- Carry out minor repairs and maintenance of furniture and building, e.g. painting, fixing a door handle
- Reporting, via the Premises Manager, any repairs and maintenance work required at the school which is beyond the competence of the caretaking staff

- To direct contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary
- Carrying out specific procedures in the event of fire, flood, accident or major damage
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy
- Ensuring that windows are cleaned
- Protecting the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evenings and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment will be made

PORTAGE:

- Moving furniture and equipment around the school premises, as requested
- Taking delivery of goods ordered by the school and storing if required

HEATING SYSTEMS:

- Reporting any failure of the heating plan promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school
- Carrying out frost procedures when necessary

GROUNDS MAINTENANCE:

- Ensuring that all hard play areas and paths are clean and free from litter and excrement
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
- Emptying outside litterbins and keeping areas around the school premises litter free
- Maintenance/care of shrubbery area and bushes within the school grounds and along the perimeter fencing

OTHER:

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

SAFEGUARDING – PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PERSON SPECIFICATION**POST TITLE:** Caretaker Level 1**GRADE:** D (SCP 4)

	Essential	Desirable
(Where this will be evidenced in appointment procedure A= application I – interview R – references)		
QUALIFICATIONS/ TRAINING:	<ol style="list-style-type: none"> 1. Basic skills (A, R) 2. Willingness to participate in training and development opportunities (A,I,R) 	<ul style="list-style-type: none"> • A. COSHH training (A,R) • B. Health & Safety training (A,R)
EXPERIENCE:	<ol style="list-style-type: none"> 3. DIY experience at the level of minor maintenance (A,R) 4. Care and maintenance of premises, including security (A,R) 	<ul style="list-style-type: none"> • C. Working in a school environment (A,R)
SKILLS/ KNOWLEDGE:	<ol style="list-style-type: none"> 5. Knowledge of Health & Safety requirements (A,I,R) 6. Knowledge of security systems and procedures (A,I,R) 7. Able to carry out set instructions and seek clarification where necessary (A,R) 8. Understanding of appropriate cleaning methods and standards (A,I,R) 9. Ability to follow and comply with instructions on equipment/machinery (A,I,R) 10. Good communication skills and the ability to work effectively with a wide range of people (A,R) 11. Able to deal with emergencies outside normal working hours, following set procedures (A,R) 12. Ability for some heavy lifting (A,R) 13. Is able to prioritise daily workload (A,I,R) 14. An understanding of safeguarding procedures in a school setting (A,I,R) 	
PERSONAL ATTRIBUTES:	<ol style="list-style-type: none"> 15. Pleasant and friendly manner (I,R) 16. Polite and punctual (A,I,R) 17. Reliable (A, R) 18. Flexible and able to respond to challenging situations (A,I,R) 19. A commitment to working as part of the whole school team and supporting the vision and aims of the school (A,I,R) 	

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