

Caretaker

Grade C

Group: Learning & Culture
Location: Birtley East Primary School
Service: Schools
Line Manager: Head Teacher
Car User Status: N/A

To be responsible for the security of the school and its contents, the lighting and heating, portorage and handyperson duties, and for cleaning a specific area of the school

The key roles of this post will include:

1. To be responsible for opening premises, ensuring the premises are secured with all alarms set properly after use, and to undertake key-holder responsibilities.
2. To ensure that the lighting and heating systems throughout the premises are operating effectively and safely, and to check heating systems during the heating season - 1 October to 30 April.
3. To undertake the cleaning of specified parts of the premises, including after lettings if required. This post includes 10 hours per week of cleaning responsibilities.
4. To move and assist in moving furniture, equipment and materials around the premises, including before and after lettings if required.
5. To undertake handyperson duties as required by the Head Teacher.
6. To be responsible for securing the premises after break-ins, vandalism and weather damage, including clearing up or arranging cleaning assistance to clear up the effects of the damage.
7. To act on reports of building defects as appropriate.
8. To take delivery of goods and materials as required.
9. 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 (for example; fire safety checks, water hygiene checks).
10. Such other responsibilities allocated appropriate to the grade of the post.

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 experiences.

Making things happen

Organising yourself and taking responsibility for achieving results.