**Job Description and Person Specification**

**Job Description**

**Post:** Caretaker

**Grade: scp** 7 - 11 (£19,554 - £21,166 per annum.)

**Line Manager**: Senior Caretaker/School Business Manager

**Responsible to:** Head of School

# Job Purpose

To ensure that the school buildings and the site are kept in excellent order to support children’s learning, facilitate the effective running of the school and to present the Academy to parents and pupils as a school committed to high standards

**Hours of Work**

37 hours per week

**Holiday**

 24 days per annum taken in the school holidays to be agreed with the Head of School

**Duties and Responsibilities**

***1. Grounds Maintenance***

To maintain the grounds including gardens to a high standard to provide a quality

outdoor provision for the children. In particular:

* Undertake gardening to maintain and improve the borders and grassed areas around the school.
* Keep gardens, playgrounds and other outside areas clean and clear of litter, leaves and other rubbish.
* Work with gardening groups of children to contribute to the curriculum and support teaching and learning.
* Liaise with other volunteers or approved users of the site on gardening and maintenance issues, including the chosen contractor.

***2. Cleaning***

To secure a high standard of cleanliness throughout the school premises either using internal staff or via the chosen contractor. Tasks include:

* The cleaning of the designated cleaning areas every day in accordance to the cleaning specification
* Cleaning up bodily fluid accidents
* Liaising with Cleaner in Charge to ensure the school is cleaned to a high standard
* Cleaning areas of the school outside cleaning contract hours if required.
* Removing all land fill and recycling rubbish with the cleaning team and to ensure that the external bin area is kept clean, safe and accessible.

***3. Maintenance***

To ensure the maintenance of the school building by undertaking handyperson

duties and advising the Senior Caretaker of the need for skilled contractors.

Specifically:

* Identify through daily inspection and notification by other members of staff through the site log (a ticketing system held on the Parago system that you will need to access) of the work that needs to be carried out and agree a weekly priority action plan with the Senior Caretaker/School Business Manager.
* Responsibility for the heating systems in the school, including the operation of the boiler, associated plant and routine maintenance.
* Carry out repairs of school equipment, excluding electrical equipment.
* Decorate areas identified , when required
* Take remedial action directly on any site matters where appropriate and inform the Senior Caretaker/School Business Manager or Head of School, of any issues.
* Monitor the work of external contractors and if necessary, report any problems to the contractor’s representative and the School Business Manager. Take the matter to the Head of School if it cannot be resolved satisfactorily.

***4. Security***

 To be a keyholder of the school and maintain a secure and safe site by:

* Managing security systems that restrict access to the buildings.
* Opening up the school for pupil and parent access.
* Ensuring that all doors, windows and gates are locked at the end of the day and that the site is secure.
* Restricting vehicle access to the site to staff and authorised users, particularly preventing vehicles entering when children are present. (ie. start and end of school day, playtimes etc.)
* Dealing with those who act in a way that presents a danger to the children on their way to and from school e.g. irresponsible parking
* Advising all site users and contractors of the requirements of health and safety including risk assessments and method statements.
* Being contactable in an emergency outside working hours.
* Undertaking regular patrols of the grounds and premises and taking appropriate measures to ensure the security of premises, staff and children.
* Monitoring fire and intruder alarm procedures and carry out weekly checks.
* Bringing Health and Safety issues to the attention of the School Business Manager and Premises Committee.

***5. Additional responsibilities***:

 The Caretaker has responsibility:

* To ensure that all classrooms and toilets are fully stocked all day with paper towels, toilet rolls, air fresheners etc. (overseeing a member of staff who currently replenishes)
* To ensure that the school has sufficient stock of janitorial consumables e.g. cleaning materials, toiletries; and to order replacement stock through the School Business Manager. When instructed by the School Business Manager to collect materials directly from the supplier.
* To advise the School Business Manager on budget needs each year for the essential maintenance of the school and suggest improvements.
* Potentially attend relevant Governor meetings where required

***6. Porterage***

The Caretaker is responsible for transporting goods and equipment around the school. For example:

* Receiving goods delivered to the school site, alerting the School Business Manager and, once they have been checked, promptly taking them to the appropriate storage location and portering them around the school site as necessary.
* To set up and clear areas around the school e.g. halls or classrooms by transporting furniture and equipment as required by other staff; in particular the daily setting up of the hall for assemblies.

The Caretaker is required to communicate effectively with a wide variety of people who may visit the school. This will include parents, governors, officers of the authority and Council members. As a representative of the school it is essential that the Caretaker presents the high standards expected. The Caretaker must be physically fit, honest and a car or van owner (mileage will be paid at the standard Reach2 rate for use of your own vehicle).

Person Specification

# Qualifications

* Good levels of Literacy and Numeracy. Essential
* Practical handyperson skills necessary to undertake

general building maintenance, minor repairs and Essential

porterage duties

* Qualifications in painting and decorating and/or Desirable

Plumbing

* Qualified driver with clean license Essential
* Ability to articulate personal development needs Essential
* Willing to undertake skills training outside normal Essential

working hours

* Enthusiasm to undertake training to enhance the role Desirable

 and contribution to school life

# Knowledge and Experience

* Experience and understanding of the day to day Essential

management of a building, including heating, lighting,

cleaning and maintenance.

* Experience of maintaining security in a public building Essential
* Knowledge and understanding of Health and Safety Essential

issues and legislation.

* Experience of dealing with school children and staff; Desirable

Members of the public; representatives of the LA,

Contractors and suppliers

* Practical approach to problem solving. Essential
* Experience of directing the work of others through Desirable

Instructing and communicating expectations

* Techniques for the repair of damaged or defective Essential

equipment or resources

* Experience of managing small building projects Desirable
* Knowledge of the contribution of all school staff to

Lifelong learning

# Skills and Aptitudes

* Practical skills to improve the site and buildings; Essential
* To use basic power tools and other equipment to make Desirable

repairs and improvements;

* To motivate others in the caretaking and cleaning Essential

team through example and enthusiasm;

* To assess the quality of others’ work, and support and Desirable

advise where necessary

* Ability to deal with emergencies and problems in a Essential

positive and systematic manner;

* To anticipate and reduce risk where possible Desirable
* To manage a small budget for resources; Essential
* To devise a suitable record keeping system for monitoring Desirable

Expenditure and stock levels

* To develop more efficient and cost-effective ways of Desirable

working

* To work alone when required, showing good Essential

self-motivation

* To communicate effectively (both orally and in writing) Desirable

to a reasonable standard

* Knowledge of using email & IT data systems for Desirable

Maintenance checks

# Personal Characteristics

These are all considered essential**:**

* Hard-working
* Honest
* Practical
* Reliable
* Ability to work to deadlines.
* Good health and attendance record.
* Ability to adapt to a variety of situations

# Additional Factors

* Commitment to the school ethos, values and policies. Essential
* Must be prepared to be a keyholder and to attend Essential

callouts outside normal working hours.

* Car/van owner with Insurance for business use when Essential

moving between sites

* To encourage parents' involvement in the education of Desirable

their children

* The willingness to be involved school activities Desirable
* An understanding of the issues concerned with meeting Desirable

the needs of a multi-cultural community