

Job Specification

Job Title: Caretaker (generic)

Grade: G4

Job Evaluation Code: GS5553

Reporting to: Trust
Premises Manager

Manager's Grade:

Location: Schools

Workstyle: Workplace based

Overall Purpose of the Post:

Under the direction/instruction of appropriate senior staff: assist in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment.

Requirements for the post.

	Essential	Desirable
Qualifications/ Training	<p>Willingness to undertake induction training</p> <p>Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these</p>	<p>Support Work in Schools (SWiS) Level 2</p> <p>Level 2 Numeracy/ Literacy or willingness to work towards.</p>
Knowledge	<p>Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures</p> <p>Willingness to gain knowledge of health and safety procedures and precautions</p> <p>Willingness to gain awareness of COSHH regulations</p> <p>Awareness of health and hygiene procedures</p> <p>Knowledge of moving and handling procedures</p> <p>Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards</p>	Supervisory skills
Experience	Handyperson experience	
Physical Skills	Use of equipment/resources	
Competencies and other skills required	<p>Ability to work as part of a team</p> <p>Ability to relate well to children and adults</p> <p>Willingness to use relevant equipment</p>	

Key Outcomes/ Activities

TASKS – OPERATIONAL

Safety/Security

- Lock/unlock school buildings and areas
- Assist with regular security checks and identify security risks
- Operate and respond to alarm systems where appropriate
- Undertake lettings
- Monitor fire safety equipment
- Liaise with police
- Undertake statutory testing where required and record as directed. E.g. weekly fire alarm testing, emergency lighting, legionella

Cleaning and Maintenance

- Undertake/ assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties
- Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g. gritting
- Assist with the maintenance of swimming pool and other specialist sports equipment following specialist training

TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

TASKS – ORGANISATION

- Undertake/assist with the receipt, distribution, collection and despatch of goods
- Undertake and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required

- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources
<p>Employees (Supervision):</p> <p>Supervision of Cleaning staff where appropriate</p>
<p>Financial:</p> <p>None</p>
<p>Physical:</p> <p>Effective use of materials and resources</p>
<p>Customers and Clients:</p> <p>The post involves some direct impact on the well being of pupils through undertaking tasks or duties related to the post.</p>
Working Conditions:
<p>The nature of the post may involve some ongoing considerable physical effort, e.g. lifting or carrying of equipment, pushing or pulling items of moderate weight, relating to the nature of the role.</p> <p>The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.</p>
<p>Characteristics of the post:</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>
Date completed: August 2011