

Caretaker

Job Description

Job Title
Caretaker
Salary
Grade 16 point 2
Responsible to
Headteacher/Office Manager
Hours
10 Hours per week, at least one hour per day 7-8am Term time plus 3 weeks (41 working weeks) Permanent

Job Purpose
Under the direction of the Headteacher and Office Manager, the Caretaker will: ensure daily maintenance of the site and grounds and ensure safety, security and cleaning standards are met.

Main responsibilities and duties
- General housekeeping maintenance including decorating and DIY - To ensure safety of site checking for hazards before 8.45am daily - Management of waste/refuse on site - To ensure the successful operation of heating, lighting, water and gas systems, reporting any faults promptly to the appropriate person - To keep the grounds of the school clean and tidy (sweep outside pathways and entrances, gritting and clearing snow/ice) - To undertake some gardening: shrubs/boards/pots/weeding - To assist with cleaning duties if required, covering for absence and assisting with deep cleans: liaise with Cleaning staff - Carry out statutory daily/weekly/monthly Fire and Security checks and maintain associated records. - To test/record water temperatures and flush/record water outlets - Service any evening / weekend lettings (Up to 3 per week) - General portage - Responsibility: First response Key Holder/24 hours a day (Fire and Security) liaising with the School Office Manager/Head Teacher : Second Key Holders.
Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- To operate a range of cleaning machines (Vacuum, Polisher, Carpet Shampooer, Wet Pick up and the like) Up to a potential value of £2,500 or above
- To maintain in a safe condition, areas of limited access (boiler and store rooms).
- To operate within the constraints of Health and Safety and COSHH regulations.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school and Trust's safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- We fully respect confidentiality whenever possible. This includes information about adults and children whether obtained directly, indirectly or by reference. Where a child may be at risk, information may be divulged to the Headteacher or designated child protection lead who will then take further action as deemed necessary.

Other Specific Duties:

- Play a full part in the life of the school community, to support its mission and ethos and to encourage staff and children to follow this example
- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy
- Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Key Contacts and Relationships

Contact with all appropriate staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Problem Solving

On a daily basis, within prescribed school guidelines and under the direction of the Headteacher or Office Manager, the Caretaker will:

- Work to strict deadlines within well known routines
- Assist any cleaners in considering their priorities within the daily / weekly routines taking account of the conditions found on the day. Be flexible within work routines to ensure that the highest quality of cleaning/maintenance is achieved and maintained

- To motivate cleaning staff and resolve any operational issues within the premises management team
- self manage flexible hours of duty
- prioritise tasks according to need

Decision Making

- To be able to operate within annually assigned maintenance budgets
- To generate order requests, e.g. cleaning materials, janitorial products etc. Expenditure to be pre-authorised by OM/HT
- To determine areas / times worked (flexible working if required)

Physical Effort and Working Conditions

A normal school environment, although the jobholder is required work outside, possibly in inclement weather. Movement of stock and furniture around the site (potentially heavy items at times).

Lone working at certain times

Contact and Relationships

maintain friendly interactions with all users e.g. (Pupils, staff and public etc) who may be around during working hours.

Liaison with external agencies including appropriate tradesmen, providers and council officers

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Caretaker

Person Specification

Category	Essential	Desirable
Qualifications	Basic level of education Requirement to participate in training/development as required/identified.	Relevant health and safety certifications
Knowledge, skills and experience	A passion for supporting young people to develop their knowledge and skills in both areas Knowledge of the procedures required for the job. Awareness of the H&S requirements of the job including COSHH. Awareness of correct Manual Handling procedures An ability to work constructively as part of a team. Effective interpersonal and organisational skills. An ability to be flexible in a changing environment. Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.	
Interpersonal and communication skills	Patient, calm and firm when appropriate Energy and a good sense of humour Hardworking and creative Ability to set own targets and be flexible. Be resilient Uphold and promote the ethos and values of the school Maintain confidentiality at all times	

Additional requirements	Able to display an awareness, understanding and commitment to the protection and safeguarding of children. Take part in Performance Management in order to identify and agree development and training needs. Undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school. Attend staff meetings as required. Respect the confidentiality of pupil information and respond sensitively to pupils' needs. Commitment to, safeguarding, equality, diversity and inclusion Able to manage time effectively and have a good attendance record. Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK 2 professional references Shortlisted candidates will be subject to online checks	
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