



## Job Description: Caretaker

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<b>School:</b>	<b>St James' CE (Aided) Primary</b>
<b>Grade:</b>	<b>Kent Range 3</b>
<b>Responsible to:</b>	<b>Site manager</b>
<b>Hours per week:</b>	<b>22.5 hours (Mon to Fri 7am – 12pm)</b>

### **Purpose of the Job:**

To assist in the maintenance and security of the school premises and site, ensuring a clean, safe working environment, as directed. To provide an effective caretaking service, to assist and deputise for the Site Manager.

### **Key duties and responsibilities:**

1. Inspect, monitor and record building cleaning standards and cleaners'/contractors' performance
2. Be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
3. Carry out security procedures for school buildings and grounds
4. Contact directly the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
5. Carry out necessary duties where alarm systems are installed.
6. Assist with enquiries and direct workmen and contractors to the site of repair and maintenance work. Inspect, monitor and record work performance.
7. Notify the Site Manager and/or Senior Leadership, of the necessity for any repairs or maintenance.
8. Carry out non-specialist building maintenance work, eg plumbing, glazing, carpentry, decorating etc, where such work is agreed as being within the reasonable capacity of normal handyperson/DIY Skills with strict adherence to Health and Safety regulations.
9. To read meters and record as required, including assistance with energy conservation procedures.
10. Clean outside hard areas eg playground, paths and entrances, collect all litter, empty and collect litter from outside bins and convey to nominated collection or disposal point. Clean gullies and drains at surface level.
11. Operate Heating and hot water supply plant in accordance with instructions and carry out frost precaution procedures.
12. Take out of use caretaking and cleaning equipment known to be faulty and report the need for repair.
13. Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.
14. Accept deliveries of stores, materials and other goods and convey to appropriate storage areas.

15. Maintain adequate supplies of caretaking requirements and cleaning materials and keep records.
16. Move furniture and equipment as required.
17. Carry out cleaning in specified areas as allocated by the school, including emergency cleaning as required i.e as a result of an accident, sickness, vandalism. May be required to clean critical areas eg toilets.
18. During school closure periods undertake floor treatment work i.e preparation, application of polishes and seals and carpet shampooing as required
19. Inspect and maintain certain school equipment, effect minor repairs and report defects.
20. Replenish consumables items i.e soap, towels, toilet paper etc as required throughout the school.
21. Maintain light sources. Clean accessible light fittings, shades and diffusers and replace where necessary and where fittings are 3.5 metres or less from ground level.
22. To carry out routine regular maintenance checks on the minibuses.
23. Take responsibility for driving the minibuses to garage for MOT and servicing as required
24. Carry out any other tasks as required by the Site Manager, Headteacher and School Leadership Team
25. To carry out all duties in accordance with the school's policies and guidance.

## Kent County Council

### Person Specification:

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job)
<b>EXPERIENCE</b>	Previous relevant experience
<b>SKILLS AND ABILITIES</b>	<p>Use of a range of basic tools and machinery, e.g. lawn mowers, kitchen equipment, cleaning equipment, etc.</p> <p>Day to day operational maintenance of plant and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc.</p> <p>Able to understand information, advise and liaise with others accordingly, such as dealing with external contractors.</p> <p>Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</p> <p>Has written and numeric skills in order to complete more detailed records and reports</p> <p>Able to listen, observe and contribute to discussions as required for the job e.g. client care, child care, work plans etc.</p> <p>Able to communicate using information technology as required for the job</p>
<b>KNOWLEDGE</b>	<p>Requires knowledge of policies, procedures in relation to school security, minor maintenance and repairs.</p> <p>Understands and able to apply Health and Safety procedures relevant to the job such as:</p> <ul style="list-style-type: none"> <li>- Manual handling;</li> <li>- safe use of machinery and/or equipment;</li> <li>- COSHH ;</li> </ul>

	<ul style="list-style-type: none"><li>- First Aid and Hygiene Practice;</li><li>- lone working procedures and responsibilities</li></ul> <p>Able to recognise and to deal with emergency situations</p> <p>Will need to undertake training to keep knowledge up to date</p>
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You may wish to add required behaviours. For more information visit:

<https://shareweb.kent.gov.uk/Documents/jobs/working-for-us/Behaviours-up-to-KR12.pdf>