

## Caretaker

### Job purpose including main duties and responsibilities

#### Main objectives of the post

- Ensure the premises and grounds are safe, warm, clean and properly maintained.
- Movement of heavy goods.

### Major Duties and Responsibilities

1. Security responsibilities include emergency, security, fire and safety procedures; responsibilities for key holding, locking and unlocking and ensuring locks in good order; setting alarm systems and reporting defects.
2. Cleaning responsibilities include supervision, organisation and monitoring of cleaners, ordering cleaning materials, clearing of paths, drains, gullies etc. and salting frozen paths.
3. Heating responsibilities include the operation and routine maintenance and cleaning of the heating plant and adjacent areas.
4. Porterage duties include taking delivery and distributing supplies, moving furniture and equipment, movement of school laundry and milk.
5. Maintenance duties include general handyman repairs to furniture and fabric, reporting when more major repairs are required, directing workmen and contractors.
6. Regular inspections of mechanical cleaning aids, access equipment and firefighting equipment.

### Job Activities

1. Repairs furniture and buildings fabric, requiring good standard of practical “handyman” skills and occasional creativity.
2. Deals with office staff on routine paperwork such as timesheets, wages, requisitions and orders.
3. Meets workmen and contractors who are visiting the school and oversees their work and behaviour whilst on the premises.
4. Follows established practices in deciding on courses of action concerning the cleaning, repair, maintenance, safety and security of the school.
5. Oversees lettings of school premises and grounds.

### Resources

1. To be able to securely store, maintain and use the following resources and equipment safely and effectively:
  - Cleaning equipment.
  - Mechanical equipment.
  - Hand tools
2. To be responsible for the security of the whole premises, including buildings, contents and grounds, and responding to out of hours emergency calls if required.

## Person Specification

Experience, Knowledge and Skills	E/D	Stage
An understanding of health & safety requirements of a school or other public institution.	E	AF, I, R
To communicate clearly to all sections of the school community both verbally and in writing.	D	AF, I
Demonstrates knowledge of security methodology for both building and grounds without risking the health and safety of the school community.	E	AF, I
D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the school heating system.	E	AF, I
Ability to assist in the training and induction of new cleaning staff.	E	AF, I, R
Understanding of the principles of health & safety in a school environment including COSHE.	E	AF, I,R
Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritizing own workload.	D	AF, I
Ability to adhere to working procedures and policies within the school environment.	E	AF, I,R
Ability to operate as part of a team or individually as required.	E	AF, I
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	E	AF, I
Ability to carry out a range of administrative tasks, including stock taking and ordering.	E	AF, I,R
Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.	E	AF, I,R
Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the school cleaning staff.	E	AF, I
Experience of monitoring and liaising with contractors and suppliers.	D	AF, I,R

Special Requirements	E/D	Stage
Be able and willing to work outside normal hours in order to meet the demands of the role	E	AF, I
Suitability to work with children	E	AF, I, R, D

### KEY

- E/D Essential or Desirable
- AF Application Form
- C Certificate
- I Interview
- R Reference
- D Disclosure