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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | **JOB DESCRIPTION**    **CARETAKER** | | **Job Title** | Caretaker | | **Responsible to** | Caretaker | | **Key Internal Contacts** | Other staff within the Facilities Team  Staff in other departments within the school  Learners within the school  Regional Office Staff | | **Key External Contacts** | Visitors to site  Suppliers and Contractors  External Inspectors  Neighbours, Local Retailers | |  |

**JOB PURPOSE**

To maintain buildings, equipment and plant to the high standards set by the company and external regulators

# KEY TASK AREAS AND RESPONSIBILITIES

* To support the maintenance team in operating the day to day response and planned maintenance, refurbishment tasks and repairs for the school

* To operate a planned system of general maintenance and repairs

* To maintain the good reputation of the school by ensuring that buildings and equipment have a neat and tidy appearance at all times and are clear of hazards

* To carry out weekly and monthly checks on heating, fire checks and water and record

* To assist in emergency evacuations and fire drills at the school and to assist in weekly checks on fire alarms

* To keep paths, drives and doorways from snow, ice leaves and debris

* To report any defeats, damage, theft, breakages or hazards to relevant staff

* To obtain maximum economy and efficiency in all works

* To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with

manufacturer’s instructions and COSHH Regulations

* To carry out weekly inspection on the site and maintenance vehicles and keep them clean and tidy for use

* To carry out weekly site walks to record and report any Health and Safety issues, maintain repairs and general improvements to site

* To ensure that all tools, equipment and machinery is maintained, used and stored correctly and safely

* To ensure that all tools are available, in good repair, and accounted for at all times

* To keep relevant records accurate and up to date

* To travel to other areas of the site or to suppliers to carry out any role responsibilities

* To lock up premises on day that the site is being used for out of hours activities as required and instructed

* To respond timely and with flexibility to urgent or last minute staff/service requirements as a service providing function of the school

* To support other members of the maintenance team to look after properties on the site and with work that requires extra members of staff to complete the task

* To report all compliments, comments and complaints

* To carry out all duties in a safe manner with regards to health, safety and welfare of self, staff, learners and other persons within the school

* To have an awareness and empathy with the learners for whom the service is provided and to carry out duties being mindful of their needs

* To take part in the on call rota

# General

* Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
* Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
* Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection and Health and Safety policies
* Participate in training and take responsibility for personal development
* Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
* Work to promote the school as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image  Ensure that all actions are in the interests of the learners and the Company.
* To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
* To carry out any other reasonable and relevant duties as required

**PERSON SPECIFICATION**

# ASSISTANT CARETAKER

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| Experience of general maintenance |  |  |
| Experience of working to strict Health and Safety guidelines |  |  |
| Experience of keeping within set budget requirements |  |  |
| **Skills, Knowledge and Aptitudes** |  |  |
| Good working knowledge of plant and machinery |  |  |
| Knowledge of COSHH regulations |  |  |
| Ability to work independently and as part of a team |  |  |
| Methodical approach to work |  |  |
| Commitment to completing day to day tasks effectively and timely |  |  |
| Effective communication skills, verbal and written |  |  |
| Basic IT skills |  |  |
| Good organisational and time management skills |  |  |
| **Qualifications and Training** |  |  |
| Willingness to work towards other relevant qualifications as required |  |  |
| Undertake relevant group induction training on commencement |  |  |
| **Other** |  |  |

Commitment to the values of the organisation 

Driving licence 