

School(s) Riverview Infant & Junior Schools

Job Title: Caretaker

Responsible to: Line Manager

Purpose of the Job:

The post involves providing a range of duties covering security, heating, lighting, cleaning, portage, minor repairs and maintenance. Working hours may be subject to variation and call-out at weekends and unsocial hours may be necessary from time to time.

Key duties and responsibilities:

- Maintain security of the site i.e. locking and unlocking of the premises including those for lettings, fixing / repairing or reporting any problems to the School Business Manager / Head Teacher.
- Attend to all contractors visiting or working on site to ensure a safe environment and liaising with line manager as appropriate.
- Escort and advise contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.
- Undertake daily and seasonal general maintenance of the site and equipment, inside and out, as required for the type of establishment including changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, etc.
- Undertake specified indoor cleaning duties including the inside surfaces of windows up to 11 feet from floor level and the cleaning of lampshades and diffusers, taking account of instructions given on working at heights.
- Ensure the cleaners carry out their tasks covering for any absences i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc. to maintain a tidy appearance.
- Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc. and if required grass cutting and maintenance to maintain a clean and tidy environment. Ensure paths and access points and entrances are free of snow and ice to ensure safe passage.
- Maintain adequate supplies of cleaning materials and supplies, re-ordering when needed to meet the establishment's needs. Replenish soap, towels

and toilet paper to all lavatories as necessary.

- Monitor the boiler and ensure it is running on a day to day basis to meet the establishment's needs.
- Provide a portage service for deliveries to ensure supplies are correctly handled and dispensed appropriately.
- Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
- Maintain registers i.e. asbestos, etc.
- Comply with health and safety, fire regulations and other Trust policies.
- Assist with moving furniture and supplies as requested, and work at heights as required in accordance with health and safety regulations and after completion of a management risk assessment.
- Ensure minibus is prepared and ready for use by staff and drive minibus if required.

#### GENERAL

- Be aware of and comply with all policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Support the safeguarding and welfare of children and young people within the school.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
- To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder..... Date .....

## Person Specification: Caretaker

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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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Willing to undertake Judicium on-line Health &amp; Safety training, including Manual Handling, Working at Heights, COSHH.</li> <li>• Ability to manage and maintain adequate written records.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Previous relevant experience.</li> </ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Methodical and organised.</li> <li>• Ability to manage and oversee a small team of cleaners if required.</li> <li>• Enthusiastic approach and able to work as a member of a team.</li> <li>• A pride in making a valuable contribution to the ethos and appearance of the school.</li> <li>• Integrity and a flexible attitude.</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>• Knowledge and experience of undertake general maintenance tasks in a safe manner and working with DIY tools.</li> <li>• Ability to undertake some decorating tasks.</li> <li>• Awareness of health &amp; safety related to premises and personal wellbeing.</li> </ul>