

# Shoreham Village School Caretaker

## Job Description

**Title of job :** Caretaker

**Location :** Shoreham Village School

**Grade:** KR3/4

**Working hours:** 15.5 hours per week

**Working weeks:** 52 weeks with 5.6 weeks paid holiday per annum (**pro-rata**)

**Usual hours of work:** 7:00 – 9:30am Monday to Friday during term time, plus an additional three hours per week to be agreed at interview. During school holidays, the shift pattern can be altered in agreement with the Headteacher.

### **Purpose of Job**

To provide a safe environment for users of the school buildings and grounds.

To carry out repairs and maintenance tasks (R&M) and DIY duties in order to ensure the buildings/grounds provide a safe learning and working environment for pupils and staff.

### **Main Areas of Responsibility**

These include: opening in the mornings, maintaining security of the school's buildings and grounds, handyperson duties, liaising with outside premises contractors, maintaining statutory records, keeping the whole site safe and accessible and such other duties which may arise from the use of the premises such as caretaking, maintenance and repair work as well as some grounds maintenance,

### **Supervision**

The postholder will work largely on his/her initiative subject to the general and specific direction of the Headteacher and will monitor the work of contract staff (as appropriate).

### **Job context**

The postholder will be responsible for a range of caretaking duties. The balance of work may be reviewed at the discretion of the Headteacher, according to the changing needs of the school.

### **Additional Information**

The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder will be expected by mutual agreement with the Headteacher to attend during lettings for which additional payments will be made in accordance with agreed County Council rates. Holidays will be expected to be taken during school holiday times by arrangement with the school. Some days per school holiday will need to be worked due to jobs being carried out 'out of school hours' e.g. decorating, carpet laying, extensions/building projects (by the caretaker or by outside contractors). The postholder should be contactable at all times during the school day in case of emergencies or urgent matters, unless previously agreed with the Headteacher, and as such needs to make provision for this within reasonable expectations.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

### **Person Specification**

Essential:

- Availability for work every day specified in terms of contract
- Understanding the requirement to wear appropriate workwear.
- The ability to complete tasks speedily and accurately.

- The ability to communicate verbally - both internally with colleagues and with the customers and clients.
- The ability to work either alone or as part of a team -as appropriate to the establishment and the position.
- The ability to complete all statutory and non-statutory documentation for the organisation.
- The ability to work to specified procedures consistently.
- The ability to complete appropriate forms - eg record sheets, etc.
- The ability to communicate and understand written instructions/information.