

**Bapchild and Tonge CE (Aided) Primary School and Nursery**

Job Description: Caretaker

Responsible to: The Headteacher, Office Manager and Governing Body of the school

Grade/Pay Range: Kent Range 3 (£21,293)

**Purpose of the Job:**

To assist in the maintenance, security and cleaning of the school premises and site, ensuring a safe working environment, as directed.

**Key duties and responsibilities:**

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
2. Keep records relating to maintenance and security
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
4. Undertake health and safety checks such as fire alarm and water hygiene testing, emergency light etc
5. Undertake general portage duties including moving furniture and equipment within school
6. Undertake minor repairs and maintenance of the buildings and site
7. Operate systems such as heating, cooling, lighting and security (and alarms)
8. Receive deliveries to the school site
9. Collect and assemble waste for collection.
10. Cleaning of designated areas of the school building and grounds according to instructions
11. Monitor the boiler and order fuel supplies to ensure it is kept running on a day to day basis to meet the establishments needs
12. Ground maintenance – maintaining the grounds using the schools equipment. This includes fields, hedges, basic tree pruning etc
13. Undertake lettings and carry out associated tasks, in line with local agreements
14. Act as a designated key holder, providing emergency access to the school site
15. Act as school contact in relation to premises related contractors

Additional responsibilities and general requirements to:

* Work alongside staff, contributing as well as learning from others
* Ensure that children and adults are safeguarded
* Uphold the Staff Code of Conduct
* Uphold and have awareness of key policies linked to role, such as Health and Safety, Behaviour and Anti-bullying policies
* Show commitment to the school, its Christian distinctive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Office Manager/Headteacher.

***The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.***

**Person Specification**

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.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job) |
| **EXPERIENCE** | Previous relevant experience |
| **SKILLS AND ABILITIES** | Ability to prioritise own workload and to work to deadlines.  Use of a range of basic tools and machinery, e.g. lawn mowers, kitchen equipment, cleaning equipment, etc.  Day to day operational maintenance of plant and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc.  Able to understand information, advise and liaise with others accordingly, such as dealing with external contractors.  Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate  Has written and numerical skills in order to complete more detailed records and reports |
| **KNOWLEDGE** | Requires knowledge of policies, procedures in relation to school security, minor maintenance and repairs.  Understands and able to apply Health and Safety procedures relevant to the job such as:   * Manual handling; * Safe use of machinery and/or equipment; * COSHH; * First Aid and Hygiene Practice; * Lone working procedures and responsibilities   Able to recognise and to deal with emergency situations  Will need to undertake training to keep knowledge up to date |