



## St Peter-in-Thamet C of E Junior School

### Job Description: Caretaker

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<b>School:</b>	<b>St Peter-in-Thamet CE Junior School</b>
<b>Grade:</b>	<b>Kent Range 4/5</b> <b>(KR4 £23,338 - £23,921 FTE / KR5 £24,040 - £25,002 FTE)</b> <b>dependent on skills/experience</b>
<b>Hours:</b>	<b>To be worked over 3 days, some flexibility.</b> <b>Hours will involve two days working split shifts 7.00am – 10.00am then 2.00pm – 6.30pm</b>
<b>Responsible to:</b>	<b>Site Manager</b>

### **Purpose of the Job:**

Be responsible for the security, caretaking, cleaning, general maintenance needs of the premises

### **Key duties and responsibilities:**

1. Act as a designated key holder, providing emergency access to the school site
2. Act as school contact in relation to premises related contractors
3. Keep records relating to maintenance and security
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
5. Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained. Storing and maintaining resources such as cleaning supplies and equipment.
6. Maintain security of the site i.e. opening and closing of the premises including those for lettings, fixing or reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
7. Ensure the cleaners carry out their tasks covering for any absences, some general cleaning i.e. buffing floors, cleaning toilets, to maintain a tidy appearance.
8. Monitor the boiler to ensure it is kept running on a day to day basis to meet the

establishments needs. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)

9. Provide a portage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
10. Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
11. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment. Assist in the setting up equipment to be used when needed.
12. Monitor and process timesheets and lettings arrangements.
13. Collect and assemble waste for collection

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



## St Peter-in-Thanel C of E Junior School

### Person Specification: Caretaker

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 2 Diploma (or equivalent) and proficient technical and practical skills.
<b>EXPERIENCE</b>	Previous relevant experience (not necessarily in a school)
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to use a wide range of machinery/equipment e.g. kitchen, cleaning, gardening and general maintenance</li> <li>• Knowledge of client groups, work groups and the working environment</li> <li>• Ability to organise and prioritise own workload and that of others when required (following routines/instructions as needed)</li> <li>• Work well on own and as part of a team with a positive attitude</li> <li>• Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant</li> <li>• Ability to maintain accurate and timely records as required by the role e.g. diaries, contractors' schedules, etc.</li> <li>• Ability to solve basic problems and to identify those that should be referred to a supervisor</li> <li>• Ability to understand information and liaise with others accordingly</li> <li>• Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</li> <li>• Ability to listen, observe and contribute to discussions as required for the role e.g. client care, child care, work plans, etc.</li> <li>• Has written and numeric skills in order to complete more detailed records and reports</li> <li>• Ability to communicate using information technology as required for the role</li> </ul>

	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Good timekeeping</li> <li>• Flexibility with hours is desirable</li> <li>• Physically fit to undertake all aspects of the job</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of minor maintenance and repair.</li> <li>• Knowledge of how own job fits into the activity and role of the area/site</li> <li>• Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> <li>- Manual handling;</li> <li>- safe use of machinery and/or equipment;</li> <li>- COSHH ;</li> <li>- First Aid and Hygiene Practice;</li> <li>- lone working procedures and responsibilities</li> </ul> </li> <li>• Able to recognise and to deal with emergency situations</li> <li>• Will need to undertake training to keep knowledge up to date this maybe on the job training and formal courses.</li> </ul>