



## **Job Description**

**Job Role: Caretaker**

**Grade: Kent Range 3**

**Responsible to: Headteacher / Senior Leadership Team**

**Job Purpose:**

To be responsible for the security, caretaking, cleaning and general maintenance needs of the premises.

**Key duties and responsibilities:**

- 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.
- 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 the contract cleaners carry out their tasks covering for any absences, in general cleaning i.e. buffing wooden floors, cleaning toilets, to maintain a tidy appearance
- Monitor the boiler and order oil supplies (if relevant) to ensure it is kept running on a day to day basis to meet the establishments needs
- Provide a porterage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
- Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained
- Undertake appropriate training as required, including asbestos, legionella and fire safety and support the responsible person in monitoring these areas.

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## Person Specification

The following outlines the criteria for the 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.

Previous experience of working within a school environment	Previous experience of working within a school or public sector environment desirable but not essential.
Skills and abilities	<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</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. cash returns, client 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>• Has written and numeric skills in order to complete more detailed records and reports</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>• Ability to communicate using information technology as required for the role</li></ul>
Knowledge	<p>Knowledge of minor maintenance and repair.</p> <p>Knowledge of how own job fits into the activity and role of the area/site</p> <p>Understands and able to apply Health and Safety procedures relevant to the job such as:</p> <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><li>• Able to recognise and to deal with emergency situations</li><li>• Will need to undertake training to keep knowledge up to date</li></ul>