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**JOB DESCRIPTION**

**Designation: Caretaker/Cleaner/ D2 (37 hours per week 52 weeks a year**

**Department: Rivermead School**

**Responsible to: Facilities Manager**

1. **Main Purpose of Job**

Under the management of the Facilities Manager to be responsible for the security of the school buildings and grounds and subject to the needs of the school, undertake the repair and cleaning of premises, fixtures and fittings.

1. **Accountability**

* Responsible for the security of the school premises and grounds including opening and closing of the school (including evenings). Breaches of security to be reported to the Facilities Manager.
* Meet and attend all contractors visiting or working on the school grounds or premises.
* Responsible for maintaining safe and clean school premises and grounds. Undertake regular daily cleaning duties. Undertake emergency cleaning tasks as required. Issues relating to health and safety should be reported to the Facilities Manager.
* Monitor and ensure maintenance of school's heating and boiler machinery and record and monitor use of energy within the school.
* Receive all goods and supplies delivered to the school and to correctly distribute and store goods. Undertake additional portage duties as required within health and safety guidance, ie manual lifting regulations.
* Responsible for repairs and maintenance including redecoration, as agreed with the Facilities Manager.
* Responsible for providing information to the Facilities Manager about the state and condition of furniture and fittings.
* Undertake any other caretaking or cleaning duties as directed by the headteacher and Facilities Manager.
* Act in accordance with the equal opportunities policy, health and safety policies and any other relevant policies or established practices across the Trust

1. **Person Specification**

No formal qualifications, however must have good standard of numeracy and literacy.

General handy person or maintenance experience essential.

Good verbal and written communication skills to deal with enquiries and correspondence.

Physically fit and able to undertake general cleaning duties, lifting or carrying up to 30kg.

Able to use own initiative to address issues as they arise.

*Appointment to this post will be dependent on a satisfactory enhanced DBS Disclosure and Health Declaration. Regular updated DBS clearance and/or other clearance to work with children and vulnerable adults as required by Medway Council and National Government will be required throughout the period of employment.*

1. **Organisation**

The postholder will be directly managed by the Facilities Manager

The post holder will work across the Trust where the need is and will be directed by the Facilities Manager.

Although the work is based on a regular routine the postholder may have to undertake additional tasks and will be expected to do so on their own initiative dependent on the nature of what is required. For example, repairs to broken windows, gritting paths, moving equipment, etc.

The postholder will have no direct line management responsibility although, under the direction of the Facilities Manager they may be required to supervise and/or check the work of cleaning staff and visiting contractors to ensure maintenance of satisfactory standards.

The postholder will have regular contact with the head of school and other teaching and support staff in relation to the day-to-day duties. In addition they will have daily contact with learners.

**5. Working Environment**

The postholder will work within the school grounds and premises and this may include working outside and at any time of year. In addition, they will be required to undertake general cleaning duties and general repair work including the use of chemicals and tools.

Work hours may be subject to variation in agreement with the postholder and include possible evening and weekend working.