

Job Description and Person Specification

**Premises Team – Caretaker KSA**



Joy Lane Primary Foundation School

Job Title: Premises Team - Caretaker

Reports to: Executive Headteacher and Line Manager

Current Grade: KSA\* (previously KR3)

**PURPOSE OF JOB**

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

**Key Duties and Responsibilities**

* Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
* Maintenance of the school grounds i.e. cutting grass, weeding, painting.
* Keeping the school grounds clear and tidy.
* Setting up/clearing halls for lunchtime, benches, tables and chairs etc
* Keep records relating to maintenance and security
* Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report serious hazards to line manager immediately
* Undertake general portage duties including moving furniture and equipment within school
* Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
* Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Receive deliveries to the school site



* Collect and assemble waste for collection.

Individuals in this role may also undertake some or all of the following:

* Periodic cleaning of designated areas of the school building and grounds according to instructions
* Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
* Undertake lettings and carry out associated tasks, in line with local agreements.
* Act as a designated key holder, providing emergency access to the school site
* Act as school contact in relation to premises related contractors
* Organise testing for asbestos and other health and safety procedures.

**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.**



**NECESSARY EXPERIENCE**

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 1 or 2 Diploma (GCSEs, NVQ or equivalent) with proficient practical and technical skills relevant to the job)  Training in use of school equipment  Take part in appropriate training |
| **EXPERIENCE** | Previous relevant experience (DIY, Ground Maintenance)  Dealing with Contractors  Locking, unlocking school site and buildings.  Excellent practical DIY skills |
| **SKILLS AND ABILITIES** | * Use of a range of basic tools and machinery, e.g. lawn mowers, Ride-on mower, ground equipment, Ground Clearing equipment, cleaning equipment, etc. * Day-to-day operational maintenance of Ground and equipment’s provided, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), etc. * Able to understand information, advise and liaise with colleagues and others accordingly, such as dealing with school staff, SLT, Children and parents when on gate duty * Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate * Excellent communication skills * Has basic computer skills to access emails and site requests * Ability to work as a team as well as on their own. |
| **KNOWLEDGE** | Requires knowledge of policies, procedures in relation to school security, ground maintenance and various on-site 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 * Working at height   Able to recognise and to deal with emergency situations  Will need to undertake training to keep knowledge up and the school safe |
| **PERSONAL QUALITIES** | Self-motivated, shows initiative and needs little supervision  Able to complete paperwork and cost materials/equipment  Be approachable and friendly  Have excellent communication skills  Be adaptable due to changing events in school (Flexibility in hours or being willing to adjust to school events is often needed.)  Can work under pressure  Proactively seek opportunities to increase own job knowledge  Is well organised and can prioritise jobs and complete them in a timely manner.  Reliable  Confidential |



**SCOPE FOR IMPACT**

Staff will be expected to undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development and keep up to date with National Standards in order to ensure that all children in the school are cared for appropriately.

**JOB CONTEXT**

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the Senior Leadership Team.

The post holder must have good communications skills to be able to provide feedback to other professionals and parents as required.