

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Caretaker
<b>RESPONSIBLE TO:</b>	Site Manager/School Business Managers
<b>LOCATION:</b>	Culverstone Green Primary School (12 hours) Meopham Community Academy (13 hours)
<b>SALARY:</b>	KR3
<b>HOURS:</b>	25 hours per week, 52 weeks per year

### PURPOSE OF THE POST:

Support the Site Manager and Leadership Teams by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning and maintenance.

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

### MAIN ROLES AND RESPONSIBILITIES

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<b>Security and Supervision</b>	<ul style="list-style-type: none"> <li>• Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li> <li>• Dealing with enquiries from officers and employees of The Golden Thread Alliance, workers and contractors and, where appropriate, advising the Headteachers/Business Managers of their presence.</li> <li>• Attempting to prevent unauthorised access onto the school premises or grounds.</li> </ul>
<b>Caretaking and maintenance</b>	<ul style="list-style-type: none"> <li>• Undertaking cleaning of allocated area(s), and secondary cleaning as required.</li> <li>• Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.</li> <li>• Clearing and supervising the clearance of all rubbish, food waste &amp; recycling materials.</li> </ul>

	<ul style="list-style-type: none"> <li>• Washing and cleaning of diffusers and replacing bulbs/tubes.</li> <li>• Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:- <ul style="list-style-type: none"> <li>-general plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc;</li> <li>-re-decoration as appropriate;</li> <li>-making good &amp; redecorating damaged walls for example, following the removal of shelving or similar fittings;</li> <li>-fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;</li> <li>-glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external.</li> </ul> <p>Note: Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level, and training will be provided in the delivery of maintenance tasks.</p> </li> <li>• Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc.</li> <li>• Ensuring that adequate supplies of cleaning materials and other supplies are available.</li> <li>• Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.</li> </ul>
<p><b>Other duties</b></p>	<ul style="list-style-type: none"> <li>• Assisting with the supervision and training of cleaning staff in the absence of/as requested by the Site Manager.</li> <li>• Undertaking letting and related duties as appropriate in accordance with the provincial agreement.</li> <li>• Preparing the school premises and site for out of school activities.</li> <li>• Assisting, as required, in the completion of forms for the requisition of stores and repairs.</li> <li>• Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body.</li> </ul>

	<ul style="list-style-type: none"> <li>The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.</li> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>Implementing data protection policies by handling student data with care and ensuring secure data storage.</li> <li>Use school-approved platforms and tools for communication and data sharing.</li> <li>Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.</li> <li>Participate in data protection training as required.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

***The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

Postholder's signature:

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Postholder's name:

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Date:

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## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent</li> <li>• English and Maths</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to provide a high level of customer service</li> <li>• Ability to deal calmly, tactfully and effectively a range of people</li> <li>• Ability to convey information clearly and accurately orally and in writing to a range of people</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to take personal responsibility for organising day to day workload</li> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Able to use own initiative to solve problems and respond proactively to unexpected situations</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate a basic understanding of the work of a school</li> <li>• Knowledge of a range of computer applications – including Word / Excel / Powerpoint / Outlook</li> <li>• Demonstrate an understanding of confidentiality and child protection issues in a school setting</li> </ul>

Postholder's  
signature: \_\_\_\_\_

Postholder's  
name: \_\_\_\_\_

Date: \_\_\_\_\_