

Mersham Primary School

Job Description: Caretaker



Name:

School: Mersham Primary School

Grade: Kent Range 4

Responsible to: Headteacher

Purpose of the Job:

Be responsible for the security, caretaking, cleaning, general maintenance needs of the premises and provide supervision in the hall at lunchtime.

Key duties and responsibilities:

1. 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.
2. Maintain security of the site i.e. opening and closing of the premises including those for lettings, checking and changing CCTV tapes (if relevant), 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.
3. 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.
4. 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.
5. Provide a portage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
6. Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
7. Undertake and record necessary health and safety checks around the site including water hygiene tests.
8. Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
9. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. This includes checking that pupils are provided with a drink.
10. Where applicable clean and tidy equipment at the end of each session.
11. Assist the pupils, as necessary, during the meal break to ensure their wellbeing including providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs where appropriate.
12. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
13. Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.
14. Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually during your appraisal interview.

Signed: Date:

Signed: Head Teacher

Your job description is intended as a reference document which identifies your main responsibilities and activities.

Mersham Primary 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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 Diploma (or equivalent) and proficient technical and practical skills.
EXPERIENCE	<ul style="list-style-type: none"> Previous relevant experience.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Wider awareness of the related working environment eg client groups. Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance. Sufficient knowledge related to a range of council services and activities in order to train, coach and/or mentor others. To organise others and own workload in order to achieve the job. Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant. Ability to maintain accurate and timely records as required by the role eg cash returns, client diaries, contractors' schedules, etc. Ability to deal with everyday problems and to identify which problems should be referred to supervisor. Ability to monitor job activities as required by the role. Ability to understand information and advise and liaise with others accordingly. Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate. Has written and numeric skills in order to complete more detailed records and reports. Ability to listen, observe and contribute to discussions as required for the role eg client care, child care, work plans, etc. Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.) Ability to communicate using information technology as required

	for the role.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of how own job fits into the activity and role of the area/site.• Knowledge of a range of other jobs in the area.• Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none">- Manual handling.- Safe use of machinery and/or equipment.- COSHH.- First Aid and Hygiene Practice.- Lone working procedures and responsibilities.• Able to recognise and to deal with emergency situations.• Will need to undertake training to keep knowledge up to date.

You may wish to add required behaviours.