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**JOB SPECIFICATION**

**Job Title: CARETAKER**

**Job Purpose:** To provide a safe, clean and attractive environment for students and staff, ensuring that high standards of maintenance, cleanliness and security apply to the School buildings and grounds at all times.

All out of hours duties will be carried out on a fair rota allocation basis with the Site and Facilities Manager. You may also be required to carry out duties at Simon Langton Grammar School for Boys.

**Responsible to: Site Manager**

**Salary:** KR4 (£17,189 - £18,058)

**Hours/weeks of Work:** F/T 37 hours per week, contract for minimum of 6 months.

**Working in the Simon Langton Schools and contributing to the Langton Ethos**

Whatever your role in the schools, as amember of the Langton staff you play a part in supporting the teaching and learning aims of the school and in encouraging the personal development of all students.

 For all members of Langton staff our fulfilment is gained through participating in the life of the schools and observing the impact we have on our students. We are working to help all our students to develop a sense of identity which will help them to become independent and autonomous adults with the personal resilience and intellectual courage to lead successful and meaningful adult lives.

**Our contribution to Langton students**

The Langton Ethos is a guideline which describes the attitudes of fulfilment, belonging and, above all, the sense of wonder we hope to develop in our students. These attitudes can be described simply:

**Fulfilment** Fulfilment involves achievement but this is not simply achievement in examinations and tests. It may refer to the sense of fulfilment gained through participation in any one of the huge range of opportunities made available to our students.

**Belonging** Meaningful achievement in school helps a student to develop a sense of identity, both as an individual and within the context of the Langton Ethos and, in turn, this sense of belonging gives rise to greater levels of commitment, achievement and success.

**Sense of** We encourage our students to ask big questions that address the complexities of the

**Wonder** universe, the world and the human condition. Our vision is for students to be struck

 by sensations of humility, awe and wonder at the scale of the universe, the

 complexity of life and the significance of human thought, encouraging in them

 reflection and profound contemplation that they may consider and appreciate the

 value of life and how it can be meaningfully lived.

**Generic responsibilities:**

The following responsibilities apply to all members of the premises team:

* To work a shift system, including early starts and late finishes and some additional weekend work for lettings bookings
* To attend to the opening or closing of the premises (on a rota basis) and to ensure that the premises are safe and secure at all times, carrying out a mental risk assessment
* To carry out all duties in accordance with KCC Health & Safety guidelines and with the specific risk assessments relating to the activity
* To take responsibility for health and safety matters involving the school premises and site, reporting any defects to a senior member of staff if further action is required. This will include the immediate removal of any broken/damaged furniture and effects.
* To understand and operate all heating equipment on site and to arrange for relevant contracts to attend in the event of a breakdown

**Specific accountabilities:**

* To provide a maintenance service, undertaking a variety of tasks including decorating, carpentry and plumbing whilst ensuring safe environments are maintained at all times
* In consultation with the Business Manager and Site Manager, contribute to any programme of projects, to include internal and external painting, small glazing projects, shelving, carpentry and other skilled tasks.
* To liaise with contractors etc. whilst working on the site when required
* To maintain school tools and equipment to ensure they are kept in good working order
* To ensure working areas are left clean and tidy at the end of each days and at the end of any job, providing a safe working environment
* To assist in the arrangements for all school functions such as year assemblies, induction days, parents’ evenings, examinations – ensuring furniture is in place for such events and returned to storage once the event has ended
* To undertake lettings duties including preparation of hall or other facilities for hirers, unlocking premises, securing the premises following a letting and all associated cleaning resulting from the letting

**General accountabilities for all support staff:**

* To undertake other support duties such as may be agreed from time to time.
* Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network.
* Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.
* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* To contribute to overall ethos, work and vision statement of the school.
* To undertake broadly similar duties commensurate with the level of the post as required by the Head of School.

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**PERSON SPECIFICATION**

* Responsible individual who take pride in their day to day work
* Proactive in attending to ensure the sooth running of the school
* A good understanding of plumbing, electrical systems and DIY
* Good organisational skills; ability to prioritise
* Ability to complete tasks without immediate supervision and to work under pressure when required
* Positive attitude towards working in a large community and support of the School ethos
* Sensitive to matters of confidentiality
* Punctuality, a sound work ethic and a good attendance record
* Ability to relate to adolescents and adults
* ICT skills desirable
* Sense of humour
* A flexible approach with a commitment to team work

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Head of School or designated deputy.

Signed ……………………………………………. Post holder Date………………………

Signed ……………………………………………. Head of School Date ……………………...