

## Saint George's Church of England School

<b>Role Profile</b>	Caretaker
<b>Reports To</b>	Site Manager
<b>Grade</b>	Kent Range 4
<b>Job Purpose</b>	Support the Site Manager to ensure the security of the establishment and provide a cleaning and general maintenance service of buildings and surrounding areas.
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Maintain the security of the premises by opening and closing premises (including times for lettings), repairing doors, latches and fences, and acting as key holder for out of hours contact to maintain a safe environment.</li> <li>• Undertake general checking and emergency cleaning of parts of the establishment, as directed. Carry-out indoor cleaning duties as directed.</li> <li>• Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc. Maintain a clean and tidy environment.</li> <li>• Ensure paths, access points and entrances are clear of snow and ice to ensure safe passage.</li> <li>• Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required including changing light bulbs and strip lights, tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, cleaning and repairing wheelchairs to ensure a safe environment is maintained.</li> <li>• Maintain adequate supplies of cleaning materials and supplies (oil, light bulbs, batteries, salt, etc), re-ordering when needed, to meet the establishments needs.</li> <li>• Attend training courses as required and assist in the training of other premises support staff as directed.</li> <li>• Comply with, note and report as necessary on any matters affecting Health &amp; Safety, Fire Regulations and other County policies.</li> <li>• Provide a first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free.</li> <li>• Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.</li> <li>• In the absence of the Site Manager, escort and advise maintenance contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.</li> </ul>

<b>Knowledge and Skills</b>	<p>The post holder should possess the following knowledge and skills:</p> <ul style="list-style-type: none"> <li>• Previous experience of working in a school environment would be beneficial</li> <li>• Ability to organise own work load and follow routines/instructions</li> <li>• Relevant technical knowledge e.g. use of a range of basic tools and machinery</li> <li>• Must be able to communicate verbally with staff at all levels, along with pupils</li> <li>• Understanding of Health and Safety issues e.g. manual handling, COSHH, lone working.</li> <li>• Tact and diplomacy to deal with a range of situations</li> <li>• Ability to remain calm under pressure</li> </ul>
<b>Personal Qualities</b>	<p>The post holder should possess the following personal qualities:</p> <ul style="list-style-type: none"> <li>• Ability to build and sustain effective working relationships with a wide range of stakeholders and external partners</li> <li>• Ability to demonstrate enthusiasm and sensitivity while working with others</li> <li>• Ability to make considered decisions</li> <li>• To be creative, flexible and innovative</li> <li>• To promote a well reasoned educational philosophy in relation to the school ethos</li> <li>• To be encouraging and supportive in the development of others</li> <li>• To be emotionally self aware</li> <li>• To have high personal aspirations and inspire the same in all members of the school community</li> <li>• To demonstrate a high level of integrity, honesty and fairness</li> <li>• Readiness to reflect on, evaluate and improve practice</li> <li>• Humour, warmth and energy</li> </ul>