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**Job Description**

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| **School:** | **Meadowfield School** | |
| **Job Title:** | **Caretaker** | |
| **Postholder’s Name** | **TBC** | |
| **Grade: KR3** | **Hours: 10 per week, 2 hours per day, with some flexibility** | **Weeks per year: 39 (Term time only)** |

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| **Responsible To:** | *Site Manager* |

**Purpose of the Job**

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

**Key Duties and Responsibilities**

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| 1. Ensure that buildings and site are secure, undertaking daily security checks 2. Be key holder for sites and for fire and intruder alarms; be able to respond to call outs, if necessary 3. Ensure safe access to school in the event of snow 4. Undertake general portage duties including moving furniture and equipment within school and sites 5. Receive post and deliveries to the school site 6. Deliver post and supplies across sites as required 7. Order supplies as guided by site manager 8. Ensure toilets are stocked and hygiene bins are emptied regularly; collect and assemble waste for collection 9. Cleaning of minibus, oil and water checks 10. Perform daily checks to outside areas and ensure good housekeeping 11. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified; report serious hazards to line manager immediately 12. Keep records relating to maintenance and security, such as water temperatures 13. Conduct weekly fire alarm testing 14. Check maintenance book daily, ensuring all identified issues are addressed 15. Supervise all onsite contractors 16. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and sites, as directed |

**Person Specification**

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.

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|  | **Criteria** | **Essential/Desirable** |
| **Qualifications** | Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job  Will need to undertake training to keep knowledge up to date | D  E |
| **Experience** | Experience of working in a school  Previous relevant experience to the role | D |
| **Skills & Abilities** | Use of a range of basic tools and machinery  Day to day operational maintenance of plant and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc.  Able to understand information, advise and liaise with others accordingly, such as dealing with external contractors  Able 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  Able to communicate using information technology as required for the job  Ability to work flexibly and across sites, as instructed by the site manager  Clean driving licence  Minibus driving licence | D  E  E  E  E  E  E  E  D |
| **Knowledge** | Requires knowledge of policies, procedures in relation to school security, minor maintenance and repairs.  Understands and able to apply Health and Safety procedures relevant to the job such as:   1. Manual handling 2. Safe use of machinery and/or equipment 3. COSHH 4. First Aid and Hygiene Practice 5. Lone working procedures and responsibilities   Able to recognise and to deal with emergency situations | D  E  E |
| **Personal Qualities and other requirements** | Maintain confidentiality and act with integrity at all times  Work in line with school values  Work ethically, transparently, inclusively in an equal and fair way  Willing to provide and receive feedback to identify areas of personal development or process improvements | E  E  E  D |