



Job Description

Caretaker

School:	West Malling Primary School
Responsible to:	School Business Manager
Hours:	Mon-Fri - Up to 37.5 Hrs Per Week – 48 weeks per year
Salary:	£16,824 Pro rata

Purpose of the Job:

To be responsible for the maintenance and security of the school premises and site, ensuring a safe and well-presented working and learning environment, as directed.

Key duties and responsibilities:

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
- Ensure outside areas are kept free from litter, sweeping leaves, emptying bins etc. and if required grass cutting, basic grounds maintenance and boundary repair to maintain a safe, clean and tidy environment.
- Act as a designated key holder, providing emergency access to the school site
- Keep records relating to maintenance and security
- Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report serious hazards to line manager immediately
- Ensure contract cleaners are undertaking their tasks and cover for any absences in general cleaning ie. Floors, toilets, classrooms, to maintain a clean and safe environment
- Undertake general portage duties including moving furniture and equipment within school
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- Take meter readings from various points on the site to assist in ensuring invoices received are correct
- 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.
- Operate and monitor the systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Receive deliveries to the school site and distribute as appropriate
- Collect and assemble waste for collection.

Individuals in this role may also undertake some or all of the following:

- Periodic cleaning of designated areas of the school building and grounds according to instructions
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as school contact in relation to premises related contractors
- Organise testing for asbestos, legionella and other health and safety procedures.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Signed

Date

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	Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job)
EXPERIENCE	Previous relevant experience
SKILLS AND ABILITIES	<p>Use of a range of basic tools and machinery, e.g. lawn mowers, kitchen equipment, cleaning equipment, etc.</p> <p>Day to day operational maintenance of plant and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc.</p> <p>Able to understand information, advise and liaise with others accordingly, such as dealing with external contractors.</p> <p>Able to receive direction and/or instruction positively from all team members</p> <p>Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</p> <p>Has written and numeric skills in order to complete more detailed records and reports</p> <p>Able to listen, observe and contribute to discussions as required for the job e.g. client care, childcare, work plans etc.</p> <p>Able to communicate using information technology as required for the job</p> <p>Understand the importance and responsibility of safeguarding and how this role impacts it – training will be provided</p>
KNOWLEDGE	<p>Requires knowledge of policies, procedures in relation to school security, minor maintenance and repairs.</p> <p>Understands and able to apply Health and Safety procedures relevant to the job such as:</p> <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

	<p>Able to recognise and to deal with emergency situations</p> <p>Will need to undertake training to keep knowledge up to date</p>
Personal characteristics	<p>Flexible, Reliable, good timekeeper</p> <p>Excellent team member</p> <p>Warm, positive personality</p> <p>Personable</p> <p>Positive and enthusiastic in outlook</p> <p>Sense of humour</p> <p>Ability to show initiative</p> <p>Proactive – ability to plan and work under self-direction</p> <p>An excellent attendance record</p> <p>Seeks further professional development</p> <p>Willingness to commit to the Christian ethos of the school</p>