**JOB SPECIFICATION**

**Job Title: CARETAKER**

**Job Purpose:** Under the direction of the Site Manager the post holder will be responsible for providing 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.

**Responsible to: Site Manager**

**Salary:**  KR4

**Hours/weeks of Work:**  F/T 37 Hours per week – the working pattern will be on an early and late shift rota pattern, between the starting time of 6.30 am and finishing time of 7 pm. There may also be some additional weekend working requirements to meet lettings requirements, these hours will be paid at the appropriate overtime rate.

**Generic responsibilities:**

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

* To carry out all duties in accordance with KCC Health & Safety guidelines and with the specific risk assessments relating to the activity
* To ensure health and safety matters involving the school premises and site, and the reporting of any defects are reported 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 attend to the opening or closing of the premises as required, and to ensure that the premises are safe and secure at all times, carrying out risk assessments as a part of all daily routines
* To undertake any reasonable request given by the Site Manager to allow for the safe working of the school

**Specific accountabilities:**

* To coordinate with internal customers ensuring through effective communication that site team facilities are provided for school events and for external hire events
* To assist if required 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 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 undertake letting duties as agreed, including preparation of hall or other facilities for hirers, unlocking premises, carry out associated cleaning duties and securing the premises following a letting
* Undertake general portage duties within the school
* Post holder must hold a valid full driving licence as they are required to drive the minibuses
* To act as one of the school key holder’s, carrying out security procedures for the buildings and grounds. Responding, if required to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the Intruder alarm, this responsibility will be on a rota
* Other duties as may be mutually agreed from time to time

**Health and Safety/Security:**

* To assist the Site Manager in his undertaking of regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules.
* To ensure safe access to the school in the event of snow, ice or flooding
* To undertake minibus training, and be aware of the related safety requirements

**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 Headteacher

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**PERSON SPECIFICATION**

**Essential:**

* Responsible individual who takes pride in their day to day work
* A practical approach to issues & challenges
* Experience within a school or similar environment
* Good communication and organisational skills
* A good understanding of plumbing, electrical and heating systems
* 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
* Good ICT skills
* Sense of humour
* A flexible approach with a commitment to team work
* Own Transport essential

**Desirable** (training can be provided)**:**

* PASMA trained
* PAT trained
* Mini Bus trained

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 Headteacher or designated deputy.