



Job Description

Title: Caretaker	Grade: BR5
Department:	Section:
Post No:	Reports to: Head Teacher/Site Manager

MAIN PURPOSE

To assist the Head Teacher/Site Manager in ensuring the effective management, organisation and supervision of all matters relating to, and all staff involved with the school's premises, providing a clean and safe environment for users of the buildings and grounds.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Organisation

- Maintain the schedule of premises identifying those areas that do not meet the standard required.
- Ensure physical security of premises, to include main alarm system, locks, CCTV and other systems are checked and functioning correctly.
- Monitor and inspect premises, identifying areas that require attention to include cleaning and maintenance defects.
- Ensure that there are always sufficient supplies of fuel, salt and other commodities and ensure that plant and equipment is energy managed.
- Ensure regular fire alarm testing and fire safety practices and procedures are carried out in accordance with the school policy.
- Supervise the arrangements for out of hours activities and use of premise.
- Supervise and arrange all portorage to include the moving of equipment, furniture, the setting up and reinstatement of all areas.
- Supervise and maintain appropriate cleaning standards in school.
- Carry out or make arrangements for minor repairs.
- Ensure the safe receipt, storage and distribution of deliveries.

Administration

Maintain appropriate records and information systems.

Resources

- Ensure security, certification and safe storage of deliveries to school.
- Operate relevant equipment, eg fire equipment and heating plant.
- Responsible for security of valuable equipment and premises.

Human Resources Division

RESPONSIBILITIES

- Ensure the security of and access to the premises at all times.
- Monitor internal and external contract cleaning and maintenance of grounds against contractual specifications, ensuring appropriate action is taken where standards are not being met.
- Responsible for the overall standards of cleanliness and maintenance of the grounds, site and premise.
- Responsible for the supervision and deployment of any directly employed staff.
- Make an effective contribution to a programme of replacement of general furniture and equipment.
- Place orders in relation to materials required and maintaining appropriate stocks and supplies.
- Responsible for carrying out periodic fire drills, and checks of the systems applicable in accordance with the schools policy.
- Required to attend pre booked lettings in accordance with schools practices and procedures.
- As a registered keyholder, be required to attend emergency call outs out of normal school hours.
- Attend meetings and participate in training as required.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Council's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

EQUALITIES

Implementation of the Council's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

	Date	Name
1. Date drawn up		
2. Given to Post holder		
3. Confirmed by Line Manager		
4. Evaluated		



Person Specification

Title:	Caretaker	Grade:	MW 4/5/6 SCP 7/8/9
Department:		Section:	
Post No:		Reports to:	Head Teacher/Site Manager
SKILLS AND ABILITIES			
<p>Ability to use relevant equipment, materials and chemicals.</p> <p>Health & Safety including use of chemicals COSHH, Manual Handling, Fire Safety, including drills, use of equipment, practices and procedures, Use of ladders, lifting, cleaning etc.</p> <p>Understanding of and compliance with child protection procedures and lone working.</p> <p>Be able to work as both part of a team and as a lone worker. Be self motivated.</p>			
KNOWLEDGE			
<p>General knowledge of DIY and unskilled maintenance.</p> <p>Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials.</p> <p>Ability to supervise and train directly employed staff.</p> <p>Ability to communicate with a wide range of people.</p> <p>Knowledge and understanding of the security and tenure of premise.</p>			
EXPERIENCE			
QUALIFICATIONS			
<p>NVQ 1 &2 in Cleaning and Support Services or equivalent experience.</p> <p>BICS qualifications or equivalent in relevant discipline or experience.</p>			
SPECIAL CONDITIONS			
DATE DRAWN UP			