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**SHEERNESS WEST FEDERATION**

**JOB DESCRIPTION**

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| **JOB TITLE:** | CARETAKER |
| **REPORTING TO:** | SITE MANAGER |
| **GRADE:**  | KR3 |
| **HOURS:** | 35 HOURS PER WEEK, 52 WEEKS PER YEAR |
| **SITE:** | ROSE STREET SCHOOL |

**JOB SUMMARY**

To ensure the security of the establishment and to provide cleaning and general maintenance.

**MAIN DUTIES AND RESPONSIBILITIES**

* Undertake general repairs and maintenance around the establishment, both inside and out, including decorating and repairs to ensure that the site is a safe environment for students, staff and visitors.
* Maintain the security of the site by locking and unlocking the premises as required (including times for lettings) repairing doors, latches and fences to maintain a safe and secure environment.
* Assist in the monitoring of heating and hot water systems to meet the needs of the establishment.
* Provide a portering service for deliveries to ensure supplies are correctly handled and appropriately delivered
* Deputise for the Site Manager when necessary to ensure that site needs are met.
* Check playgrounds and field areas removing anything that may cause harm to users.
* Flush all toilets at the end of the school day.
* Empty all outside bins regularly and ensure outside areas are kept tidy.
* Ensure outside grounds are kept free from rubbish and debris so a clean and tidy appearance is maintained.
* Replenish hand towels and toilet rolls; ensure the establishment needs are met.
* Report any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out.
* Excellent communication, listening and observation skills. Trustworthy, reliable, punctual, ability to work independently and as part of a team.

**SKILLS SUMMARY**

**CARETAKER**

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| **Technical Skills and Qualification*** Use of a range of basic tools and machinery.
* Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment, etc.
* Full driving license required (minibus training will be required and provided)
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| **Operational Knowledge*** Knowledge across a number of jobs, services and /or processes with the area/site
* Knowledge of how own job fits into the activity and role of the area/site
* Knowledge of a range of other jobs in the area/site
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| **Planning and Organising*** Knows how to organise own work load
* Knows how to prioritise work and deliver on time
* Contributes to day-to-day smooth running of the unit or process
* Able to maintain accurate and timely records
* Identifies and knows how to solve everyday job-based problems in liaison with the Site Manager
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| **Working with People*** Understands the requirement for working with others and in teams
* Able to form effective working relationships needed for the job
* Able to deal with others courteously and in an acceptable manner
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| **Communication*** Able to communicate factual information politely and courteously
* Has everyday communication skills e.g. telephone and face-to-face conservations
* Has basic written and numeric skills appropriate to the job
* Able to listen, observe and report information to a Site Manager
* Able to communicate with others in an acceptable and appropriate manner, e.g. practice, tact, humour, sensitivity, understanding, firmness
* Understands and applies confidentiality relevant to the client group, job and workplace
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| **Health & Safety*** Understands and able to apply Health and Safety procedures (training will be provided) relevant to the job such as:
* Manual Handling
* Safe use of machinery and/or equipment
* COSHH
* First Aid and Hygiene Practice
* Lone working procedures and responsibilities
* Able to recognise and to deal with emergency situations
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| **Equality*** Understands equal opportunities
* Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager
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