

**Caretaker Job Description**

**JOB FAMILY**: Site Management, Caretaking and Cleaning

**SALARY:** Grade 3, 25 hours 45 weeks (Shift work including evening & some weekend working)

 **LINE MANAGER:** Business Manager

 **JOB PURPOSE:**

 To assist the Business Manager to have a proactive and comprehensive role in ensuring that school buildings facilities, site services and lettings programme are maintained and operated to specific standards and provide a clean and safe environment for our students and the local community under the direction of the Principal.

 **LEVEL DESCRIPTION:**

 All duties are carried out within recognised procedures or guidelines. The post holder will often be the first point of contact with school for contractors. Visitors and hirers will be required to support and promote the corporate image of the school. There will be a need to interpret information or situations and to resolve varied problems. The post holder may be required to supervise caretaking and cleaning staff. The post holder will be expected to undertake shift work to meet the needs of school.

 **DUTIES AND RESPONSIBILITIES:**

 **Security:-**

• Opening and closing of school including security checks and operation of alarms

• Salting, clearing walkways in inclement weather

• Ensure lights are turned off and windows are closed;

• Be a key holder and on call in event of emergencies.

**Site Management:-**

 • Carrying out weekly and monthly statutory checks as requested

 • Undertake routine building and site maintenance work as required;

• Assist with planning and organisation of school refurbishment programmes;

 • Liaise with school staff and contractors as required;

 • Ensure all plant and equipment is maintained to the required standard;

 • Ensure all outside services are maintained, including drains and hard areas;

 • Undertake minor repair work and decorating as required.

 • Ensure health and safety regulations are complied with and report any H&S issues. Caretaking:-

 • Porterage and transportation of equipment, furniture, materials and deliveries

 • Ordering of goods and supplies and stocking cupboards;

 • Emptying the rubbish and re-cycling bins and litter-picking the school grounds

 • Undertake cleaning duties as required and graffiti removal

 • Energy conservation;

**Other:-**

 • To liaise with safeguarding officers in accordance with school policy if and when appropriate;

 • To ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students’ progress.

• Promote and support school policies

 **NB:**

This job description sets out the major duties associated with the stated purpose of the post but. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised. The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work

Name: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Line manager signature . . . . . . . . . . . . . . . . . .

# PERSON SPECIFICATION

| **Criteria** | **Essential to basic performance of job** | **Required for fully competent performance of job** |
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| **Knowledge:** |
| Technical or specialist | * Broad knowledge of DIY equipment and straightforward repairs.
 | * Knowledge of industrial cleaning products and the relevant health and safety guidelines.
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|  | * Experience of allocating work.
 | * Painting and basic carpentry.
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|  | * Experience of caretaking/ cleaning.
 | * Knowledge of security systems/alarms.
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| Literacy and numeracy | * Ability to read and record written information e.g. meter readings, ordering supplies, etc.
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| Organisational |  | * Knowledge of health and safety policies and procedures, e.g. manual handling.
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|  |  | * Knowledge of security and safety policies and procedures.
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|  |  | * Knowledge of cleaning standards.
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| Knowledge & use of equipment |  | * Knowledge of DIY/ gardening equipment.
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| **Mental Skills:** |
| Research | * Be aware of impact of differences when monitoring energy consumption.
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|  | * Ensure health and safety checks are carried out and records maintained.
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| Problem solving | * Ability to deal with varied problems within guidelines or refer to line manager.
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| Thinking creatively / Developing new ideas | * Identifying areas of improvement within the site and contributing to changes in working practice.
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| Planning ahead | * Short/ medium term planning for materials, workload and equipment checks.
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|  | * Monitors work of others.
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|  | * Contributes to longer term site planning.
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| **Interpersonal & Communications Skills:** |

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| Training and / or presentation skills | * Provides training/ demonstrations to cleaning staff.
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| Advising / guiding skills | * Supervision of caretaking/ cleaning staff to include allocation of work and monitoring/checking of standards.
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| Negotiating, influencing or conciliating skills | * Provides advice and guidance to cleaning staff with regard to procedures and practices.
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|  | * Advises Headteacher/line manager on maintenance and repair work.
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| Verbal and written communications skills (including use of languages) | * Keep up to date written records, e.g. fire inspections etc.
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| * Ability to communicate clearly at all levels with internal and external personnel.
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| **Criteria** | **Essential to basic performance of job** | **Required for fully competent performance of job** |
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| **Physical skills:** |
| Keyboard skills / use of mouse |  | * Basic keyboard /mouse skills.
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| Other manual skills | * Hand /eye co-ordination needed to undertake DIY tasks.
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| **Other attributes:** |
| Level of autonomy | * The majority of work is covered by guidelines and procedures.
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|  | * The post holder will be required to make day to day decisions about own work and work allocated to others.
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# EVALUATION NOTES

## KNOWLEDGE

* Knowledge of a range of organisational procedures, e.g. health and safety, risk assessment.
* Literacy and numeracy – ability to undertake calculations, e.g. calculate quantity of chemical needed in swimming pool, measure pH levels and adjust chemicals accordingly, filling in paperwork/forms for letting of the building.
* Knowledge of standards required in relation to range of tasks undertaken by post holder and cleaning staff, e.g. cleaning, maintenance, security tasks etc.

## MENTAL SKILLS

* The post holder will undertake short term routine planning, e.g. allocation of workload to cleaning staff, routine inspections on equipment.
* Short / medium term planning will be undertaken when planning for swimming pool maintenance in school holidays or planning for building works at the schools, e.g. conversion of sandpit by sports day.
* Problems are likely to include vandalism and cleaning staff absence. Both require the post holder to assess urgency and take necessary action or refer to line manager.

## INTERPERSONAL AND COMMUNICATIONS

* Needs ability to communicate information clearly, especially in times of emergency call out, to outside agencies/
* Written communications may include the costing of straightforward projects and keeping basic records.
* The post holder will carry out training/demonstrations to caretaking staff, e.g. demonstration new products/equipment and their use in relation to health and safety procedures.

## PHYSICAL SKILLS

* Hand / eye co-ordination needed to undertake a range of straightforward DIY tasks, e.g. sawing, hammering and painting.
* Precision is required for certain tasks, e.g. when using power tools.

## INITIATIVE AND INDEPENDENCE

* The post holder will whether or not to refer a query/issue on to the line manager.
* The post holder will be expected to make decisions in relation to heating breakdown and keeping hall doors closed during bad weather, but would refer purchasing decisions and resurfacing hall floor (involving county caretaking staff during school holiday) to the line manager.

## PHYSICAL DEMANDS

* The post holder will have regular physical demands, e.g. climbing ladders/scaffolding, sweeping and cleaning building/paths, lifting equipment, pushing and puling items such as furniture.
* May have to work in confined space e.g. boiler maintenance/minor roof repairs.

## MENTAL DEMANDS

* The post holder may experience interruptions from pupils.
* There are specific deadlines/inspection dates that must be met.
* The post holder must ensure compliance with policies and procedures.
* The post holder needs to be alert and aware to possible dangers to self and others when carrying out swimming pool maintenance, if required.
* In the event of vandalism or breakages, the post holder may experience work related pressure in ensuring the school building remains safe and secure.
* The post holder is required to concentrate when undertaking certain written tasks, e.g. lettings booking form, handling money, and monitoring energy consumption.

## EMOTIONAL DEMANDS

* Minimal emotional demands.

## RESPONSIBILITY FOR PEOPLE

* Direct responsibility through provision of front line service to customers.

## RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)

* The post holder supervises caretaking, and possibly cleaning, staff. This includes allocation of work, monitoring and checking work is carried out to set standards, advising and guiding on procedures/equipment and ensuring cover for holiday periods.

## RESPONSIBILITY FOR FINANCIAL RESOURCES

* The post holder handles small cash sums and cheques for income from lettings. This includes undertaking banking as required.
* The post holder may assist in monitoring the energy budget.

## RESPONSIBILITY FOR PHYSICAL RESOURCES

* The post holder has a shared responsibility for the school building and fields, their security, cleanliness and safety.
* Other physical responsibilities include a range of equipment and products (alarms, machinery cleaning chemicals etc). The post holder is responsible for their maintenance, ensuring required inspections are carried out.
* May be shared responsibility for swimming pool or play equipment.
* The post holder keeps a maintenance log, outlining maintenance and repair carried out on site.

## WORKING CONDITIONS

* The post holder works regular rostered shifts.
* The post holder is expected to be on call in case of emergencies.
* Would be required to wear the full range of protective clothing, e.g. goggles, steel toecap boots, gloves, overall etc.
* The post holder may use/come into contact with hazardous chemicals, e.g. swimming pool chemicals and cleaning products and must adhere to health and safety guidelines in their use.