



Job Title: Caretaker

Contract Hours: 37 hours per week x 52 weeks per year

Grade: Grade 4, Point 9 - £21,269

Responsible to: Premises Manager

Overall Responsibility:

- To assist in making the school a safe, clean and healthy environment for all
- To assist in maintaining and developing the school premises and grounds
- To oversee the opening and securing of the school site as appropriate when on duty

Main Duties:

- Ensure routine building and site maintenance work is undertaken 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
- Monitor the standards of cleaning and grounds maintenance and report problems to Line Manager
- Actively promote the use of the school facilities, liaise with customers and ensure all lettings arrangements are adhered to
- Contribute towards the school Health and Safety policies, ensuring they are implemented and closely monitored
- Ensure all Health and Safety checks are undertaken and recorded
- Ensure that energy and conservation policy and procedures are complied with
- Be available for emergency repairs and callouts as appropriate, which may include weekends.
- Monitor the work of contractors and report any concerns to the Premises Manager

Additional Responsibilities:

- Undertake any duties reasonably requested by the Headteacher or Line Manager

PERSON SPECIFICATION: Caretaker

Criteria	Essential to basic performance of job	Required for fully competent performance of job
<p>Knowledge: Technical or specialist</p> <p>Literacy and Numeracy</p> <p>Organisational</p> <p>Knowledge and use of equipment</p>	<p>Good knowledge of DIY equipment/repairs etc.</p> <p>Good knowledge of relevant policies and procedures, H & S, security, chemical handling, critical incident etc.</p> <p>Knowledge of security/alarm systems</p> <p>Literacy and Numeracy required for recording checks of equipment etc.</p> <p>Ordering supplies etc.</p> <p>Ability to produce reports and prepare contracts.</p> <p>Full driving license</p>	<p>Knowledge of industrial cleaning products and the relevant health & safety guidelines.</p> <p>Experience of managing staff.</p> <p>Related qualifications e.g. City & Guilds.</p> <p>Experience of personnel policies and procedures.</p> <p>Knowledge of security systems/alarms.</p> <p>Knowledge of cleaning standards</p> <p>Knowledge of security and safety policies and procedures</p> <p>Knowledge of DIY/gardening equipment</p>
<p>Mental Skills: Research</p> <p>Problem Solving</p> <p>Thinking creatively/developing new ideas</p>	<p>Assist in project specification data collection, analysis and make recommendations.</p> <p>Ability to deal with varied problems</p> <p>Be proactive and contribute to school building projects and developments strategy.</p>	

Planning ahead	Medium/long term planning premises, improvements.	
<p>Interpersonal and Communications Skills: Training and/or presentation skills</p> <p>Advising/guiding skills</p> <p>Negotiating, influencing or conciliating skills</p> <p>Verbal and written communications skills (including use of languages)</p>	<p>Provides training/demonstrations to cleaning staff.</p> <p>May be required to prepare information relating to caretaking. building projects timescales, costings for meetings.</p> <p>Provides advice and guidance to cleaning and caretaking staff with regard to procedures and practices.</p> <p>Advises Headteacher/Line Manager on maintenance and repair work.</p> <p>Supervision of cleaning staff, allocation of work, monitoring/checking standards.</p> <p>Ability to communicate clearly at all levels with internal and external personnel, contractors, suppliers etc.</p> <p>Undertake written communications, including confidential information.</p>	
<p>Physical Skills: ICT skills</p> <p>Other manual skills</p>	<p>Basic ICT skills are required.</p> <p>Ability to use a range of tools, hand/eye co-ordination drills, saws etc.</p>	
<p>Other Attributes: Level of autonomy</p>	<p>Plan and manage own and caretaking and/or cleaning staff workload.</p> <p>Ability to undertake main duties and responsibilities with limited access to Line Manager.</p>	