

Caretaker – Job Description

Job title	Caretaker
Salary range	Grade C, Steps 1-5
Hours	37 hours per week, 52 weeks per year
Line management	Science Faculty leader
JOB PURPOSE	
To manage the utilisation of the School premises and associated facilities for both educational and allied usage ensuring the premises are presented at all times in a clean, secure, safe and well-maintained state	
KEY ACCOUNTABILITIES	
<p>To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.</p> <p>To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery</p> <p>TO fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work</p> <p>To work with colleagues to achieve service plan objectives and targets</p> <p>TO participate in Employee Development schemes, Performance Management and contribute to the identification of own team developments</p>	
PRINICPCAL RESPONSIBILITIES	
<ul style="list-style-type: none"> • Management of site utilisation during times that facilities are required. • Carry out repairs and maintenance in the school buildings and grounds maintenance in the school grounds as agreed with your line manager e.g., basic carpentry, basic plumbing, door fitting and fitting door furniture, plaster repairs etc. • Organisation of plans and procedures for emergency situations and liaison with emergency services. • Acting as a key holder for the school and attending emergency call outs when necessary • To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Regulations • Oversight of general security and arrangements for locking and unlocking of all premises, responding to enquiries from individuals/visitors to the School. • Monitor and ensure the recording of regular checks on fire alarm checks, extinguishers check, burglar alarms check, legionella checks, asbestos condition checks, residual current devices and visual checks of electrical fittings. • Ensure that access to fire exits and equipment are free from obstruction. 	

- Oversee the movement, reception and storage of furniture, equipment, supplies etc.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.
- Oversee building cleaning standards and/or frequencies to ensure that work is carried out to a high specification

ADDITIONAL RESPONSIBILITIES & REQUIREMENTS

Be involved in extra-curricular activities, (e.g. After School Clubs, Activities Week, Open Days, Presentation Evenings).

Attend staff and group meetings and training sessions as required

At the discretion of the Senior Leadership Team other activities as may from time to time be agreed with the nature of the job role described above

Safeguarding

- All staff are responsible for the safeguarding of children in line with the schools safeguarding (Child Protection) policy.
- Complete tasks related to your area of responsibility effectively.
- Follows the A to Z of working at Dove House.

Notes:

This job description is not exhaustive and other duties may be required as part of their role. This job description may be amended at any time in consultation with the postholder.

Last review date: *May 2023*

Next review date:

Postholder name: _____

Postholder's signature: _____

Date: _____

Caretaker – Person Specification

	Essential	Desirable	How Assessed
Education and Qualifications			
Basic training in one or more of the following: plumbing, general and ground maintenance, electrical/building maintenance, heating systems	X		Application
IOSH/NEBOSH Health and Safety training		X	Application
Good ICT skills including the use of Word and Excel software		X	Application / Interview
Experience			
Considerable experience of minor maintenance (DIY or professional)	X		Application / Interview
Experience of dealing with variety of stakeholders in person, by email, and on the telephone	X		Application / Interview
Experience of dealing with variety of stakeholders in person, by email, and on the telephone	X		Application / Interview
Experience of working in a school or other site management role		X	Application / Interview
Undertaking responsibility for the care and maintenance of premises		X	Application / Interview
Experience of working in grounds maintenance	X		Application / Interview
Experience of following purchasing and other financial procedures		X	Application / Interview
Experience of working in an office environment or similar		X	Application / Interview
Knowledge and Skills			
Working knowledge of Health and Safety relating to the post	X		Application / Interview
Knowledge of basic management skills	X		Applic / Int
Ability for some heavy lifting, physical fitness appropriate to tasks required	X		Application / Interview
Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines	X		Application / Interview
Excellent organisational skills	X		Applic / Int

Knowledge of the operation of heating, ventilating systems and common causes of malfunctions and energy efficiency measures		X	Application / Interview
Knowledge of schools and issues relating to education		X	Interview
Knowledge of maintenance and security systems and procedures		X	Application / Interview
Able to drive (full UK driving license)	X		Application
D1 driving license		X	Interview
Personal Effectiveness			
Able to work on their own initiative, be reliable and trustworthy	X		Application / Interview
Able to demonstrate effective communication skills	X		Interview
Committed to the broader education of young people	X		Interview
Able to work successfully as part of a highly effective team	X		Applic / Int
Possessing excellent personal organisational skills and be a proactive, forward thinker	X		Application / Interview
Keen to develop professionally and learn new skills		X	Interview