



JOB DESCRIPTION

Title: School Caretaker & Facilities Assistant

Grade: TPLTSS 3

Main purpose of the role

Working under the general direction of the Facilities Manager to ensure the school premises meet the defined standards and qualities essential for a hygienic, healthy and safe school and community environment.

To act as an integral part of the site services team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

Main Duties and Responsibilities

Support for the Facilities Manager

- (i) Establish and maintain effective working relationships with line manager

Work with the Facilities Manager/ Site Maintenance Coordinator on a one to one basis, in such a way as to ensure that there is an understanding and clarity of the post holder's specific areas of responsibility and accountability.

- (ii) Undertake designated maintenance and/or cleaning duties

Carry out maintenance and/or cleaning routine maintenance tasks as set out in the school's work schedules to the standards determined by the Facilities Manager and co-operate with any reasonable request for changes to daily work routines, to assist the smooth running of the school.

Undertake repairs and remedial work

In consultation with the Facilities Manager / Site Maintenance Coordinator , undertake a reasonable range of day to day repairs to the school premises and its furnishings, including remedial painting and decorating, maintenance of fittings and minor improvements.

These duties include internal and external line marking, door fittings, furniture repairs, minor glazing.

Use materials and equipment effectively

Ensure that all materials and equipment are used in a safe, environmentally friendly and proper manner, following all guidelines and specifications carefully, reporting any breakdowns in equipment, to the Facilities Manager, promptly.

Have special regard to energy conservation and assist the Facilities Manager in obtaining a monthly reading of all utility meters as required.

(v) Undertake Health and Safety duties

Carry out duties as required in the schools Health & Safety Policy, ensuring that all identified health and safety issues are dealt with as quickly and effectively as possible. Responsible for reporting to the Facilities Manager any situation which potentially poses a danger to any pupil or member of staff in the school.

Ensure that outside areas are free of obstructions and are safe for pedestrian use, particularly during periods of severe weather conditions.

Oversee the work of external contractors as required to ensure compliance with school Health & Safety policies.

Support for the school

(i) *Develop and maintain working relationships with other staff*

Work effectively and in co-operation with all other staff in the school, using own knowledge and skills to contribute positively to the overall welfare of the school and its pupils.

Take an active role in supporting and developing a culture of team working for the benefit of pupils', and the school generally.

Participate in appropriate staff meetings and contribute to the development of policies and procedures related to the cleaning and general maintenance of the school.

(ii) *Contributing to the management of the security and well-being of the school*

Always undertake duties in such a way as to ensure that the school has a safe and welcoming environment. Be familiar with all the school's policies concerning the safety of pupils.

Lock and unlock premises, set security alarm systems, carry out security checks as necessary and respond as required by mutual agreement with the Facilities Manager for out of school hour's activities.

Be responsible to the Facilities Manager when locking up for ensuring that the school is left in a secure manner and as a keyholder undertake security call out duties when necessary.

(iii) *Maintain materials, apparatus and equipment*

Within the scope of personal knowledge and training, maintain and repair tools, apparatus and equipment

(iv) *Undertake portage duties*

Receive stores, materials and other goods delivered to the school and ensure that these relate to bonafide orders and meet the required standards. Complete documentation and secure authorising signatures.

Undertake the setting out and clearance of furniture and other equipment for special activities, as directed by the Facilities Manager.

(v) Oversee work of 'external' contractors

Accompany contractors and others service providers to required locations on the school site, monitor the safety of their working practices and advise the Facilities Manager where there are concerns about the quality of their work or the service being provided.

(vi) Review and Develop own knowledge and skills

Maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development in respect of cleaning and maintenance responsibilities. Attendance will be required at any training courses provided by the school.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is site based but may include visiting schools within the Trust to support schools.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.
Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Supervisory responsibility

The post holder does not have supervisory responsibilities for other staff. There are no budgetary responsibilities attached to this post.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: School Caretaker
Qualifications & Experience

Assessment criteria	Essential	Desirable
Qualifications	Good literacy and numerical skills	Willingness to attend courses related to cleaning, caretaking or health and safety A full and clean driving license First Aid qualification
Work related experience and associated vocational training	Experience of caretaking or premises management, building cleaning or building management Use of general cleaning equipment DIY skills – use and care of hand and power tools	Operation and maintenance of heating systems Taken responsibility for security of a building Experience of working in a school environment
Required skills	Proactive - identify and solve buildings maintenance issues and general repairs Ability to follow clear instructions Effective time management Ability to carry out manual tasks Ability to follow and comply with instructions on equipment and/or materials usage Willingness to work as part of a team Ability to meet deadlines Ability use own initiative to manage own work effectively Ability to undertake appropriate administration in relation to	

	materials, maintenance and inspection of systems	
Equality	An understanding, acceptance and commitment to the fundamental principles of an equal opportunities. To work in a way that promotes equality of opportunity and respect for diversity.	
Safeguarding	Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. To work in a way that promote the safety and well-being of children and young people.	