



ONE HEARTBEAT, WORKING TOGETHER FOR SUCCESS, SERVING THE COMMUNITY

Post:	Caretaker
Responsible To:	Site Manager
Salary Range:	NJC Scale Point D
Pension:	Local Government Pension Scheme

Purpose of role

The job holder will be responsible for assisting the Site Manager with the maintenance and security of Glebe Farm School, we are looking for someone who has the ability to provide an on-site cleaning/caretaking service and undertake cleaning duties under the instructions/guidance of appropriate senior staff providing maintenance and security services on school sites and premises.

Your duties will be mainly based around looking after the site and you could be undertaking different duties depending on the level you're employed at.

Principal Accountabilities

Duties

- To manage stocks of caretaking equipment and tools
- To carry out all appropriate training and operate all machinery associated with the role safely, in line with operating instructions.
- To carry out maintenance and repairs as required including painting/decorating, fixing of equipment and furniture (including lockers), doors or flooring.
- To carry out cleaning duties as necessary, ensuring that the school is always clean and tidy.
- Maintain a high standard of cleanliness across all areas of the school
- Report defects/faults and where practical work to rectify them, if this is not possible or practical then communicate effectively with third parties
- Accepting deliveries and ensuring they are stored safely
- Repairing and maintaining equipment



- Communicating when additional stocks of cleaning materials are required for general cleaning, lunchtime cleaning and outside works
- Giving clear guidance to cleaning staff about standards of cleanliness required
- Monitor that standards are maintained and take appropriate action, if necessary reporting to the Site Manager
- Being courteous, honest and practical
- Being reliable and practical
- Following and adhering to current Health, Safety and Welfare Legislation and associated legislation relating to hazardous substances
- Preparing rooms such as table, chair and stage set
- Complying with other duties and requirements as deemed required by the Headteacher, Deputy Headteacher and Site Manager, or other nominated members of staff or the governing body.
- Keyholder of Glebe Farm School.

Health and Safety

- To be responsible for all aspects and responsibilities of health and safety at the Glebe Farm, including:
 - Ensuring that relevant legislation, procedures and best practice are continually observed by promoting and monitoring safe working behaviour within the school.
 - Ensure the school is legally compliant with statutory inspections and maintenance, including but not limited to legionella, fire, PAT testing and other annual maintenance.
 - Ensure all contractors are aware of and observe the school and Trust's health and safety and safeguarding requirements.
 - Assist in risk assessing large scale events and the higher risk subject activities, drawing upon best practice and HSE guidelines.
 - Ensure appropriate COSHH records are maintained, and that regulated substances are being stored and used correctly.
 - To undergo all necessary training as required, for example manual handling, working at heights, fire and health and safety training, and to cascade knowledge to others, as needed
 - Inspecting the building, including heating, cooling, lightning and alarm systems to make sure they are in good working order.



Property, Grounds and the Environment

- To ensure the highest standards of general maintenance and cleaning of the school are maintained via the Site Team and the contract cleaners
- To support the school with driving change in respect of environmental matters, including recycling, monitoring water and energy consumption, advising on efficiency.

Other

- To establish appropriate systems and working practices and ensure compliance with all relevant statutory regulations and recognised best practice.
- To carry out any estate/grounds/property/facilities related tasks as requested noting that the job description is not exhaustive and will continuously evolve to meet the needs of the school.
- To carry out any other reasonable duties as requested by your line manager or the Headteacher. The school reserves the right to change this job description.

Any other tasks as directed by the Line Manager which fall within the remit of the post.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs; we should embrace the notion of 'continuous improvement'.

Code of Conduct

Glebe Farm expects all staff to ensure that their standards of conduct are, always, compliant with the IFtL Code of Conduct.

Generic Responsibilities of all Glebe School Staff

- To work consistently to uphold School's belief that no child is born to fail.
- To exemplify and uphold the school and Trust's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development.
- To follow all school policies
- To work in a co-operative and polite manner with all stakeholders.
- To work with children in a courteous, positive, caring, and responsible manner always.
- To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised
- Demonstrate a keen interest and involvement in all aspects of school life
- To be polite, cooperative, and positive when communicating to other staff.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.



Inspiring Futures
Through Learning



GLEBE
FARM
SCHOOL

- To present oneself in a professional way that is consistent with the values and expectations of the school.

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.



Person Specification

CRITERIA		E/D	
QUALIFICATIONS AND EDUCATION	GSCE Maths and English, grade C or equivalent.	D	AF/I/SS
	IOSH or equivalent certification	D	AF/I/SS
	First Aid Certificate. (Training will be provided)	D	AF/I/SS
	MIDAS Driver certification/Experience of driving a minibus	D	AF/I/SS
	Evidence of further relevant qualifications, post 16	D	AF/I/SS
KNOWLEDGE/EXPERIENCE	Demonstrable experience of implementation of a large project or significant change – design, cost/benefit and implementation	D	AF/I/SS
	Experience in presentations and/or training	D	AF/I/SS
	Current or previous experience of working in accordance with and applying regulations including Health & Safety, manual handling and COSHH	E	AF/I/SS
	Experience of overseeing the occupation of a new building and/or the associated handover and defect management process	D	AF/I/SS
	Skilled in undertaking a range of basic maintenance and construction tasks	E	AF/I/SS
	Experience of operating the basic tools and machinery required for maintaining a school site	D	AF/I/SS
	Understanding of the building management, heating and plumbing systems found in new buildings	E	AF/I/SS
TECHNICAL/BUSINESS/ SKILLS/ABILITY/TRAINING	Excellent planning and organisational skills Integrity, tact, reliability, self-confidence and personal presence	E	AF/I/SS
	High levels of accuracy and attention to detail	E	AF



	Ability to manage the many conflicting demands of the post	E	AF/I/SS
	Fully proficient in Microsoft Outlook, Excel and Word	E	AF/I
	Ability to fully understand regulations such as health & safety, manual handling, COSHH, and their implications	E	I/SS
	Ability to work ad hoc evenings/weekends.	E	I
OTHER REQUIREMENTS	Excellent leadership and interpersonal skills.	E	I,SS
	Flexible approach to meet the needs of the school, particularly during busy periods.	E	I,SS
	Ability to develop effective systems and processes	D	I,SS
	A positive and professional attitude.	E	I,SS
	Initiative and willingness to step in and assist in a variety of tasks when needed.	E	I,AF
	Ability to communicate with staff members at all levels, parents, students, visitors and potential clients.	E	I,SS
	An effective team player.	E	I,SS
	Willingness to adopt a “hand-on” approach to Site Management	E	I,SS
	Initiative, enthusiasm and commitment.	E	I, I,SS

Essential (E) Essential to be considered for appointment

Desirable (D) Beneficial for the successful applicant

How this will be assessed:

Application Form = A

Supporting Statement = SS

Interview = I

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher reflect or anticipate changes in the job commensurate with the grade and job title.



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