



Job Description

Caretaker

Salary Point 3 £24,027 per annum, 37.5 hours per week, Monday to Friday all year round with 26 days holiday to be taken during the school holidays.

7.00am to 11.00am and 3.30 – 7.00 pm

Main Purpose of the job

Responsibility for school premises and grounds including:- daily checks and tidying, health and safety checks, bin management for weekly refuse collection, daily cleaning and to undertake adhoc practical odd jobs as required. They will also be responsible for the opening and locking up of the school each day.

To undertake and maintain the cleanliness and physical appearance/environment of the indoor and outside areas.

To be responsible Key holder and ensure security of the premises and grounds, its contents and safe custody of keys and all adhere to health and safety expectations

Main duties of the job

To maintain the school cleanliness and undertake cleaning duties each evening as part of the cleaning team.

1. To carry out basic maintenance and repairs in the school, in accordance with the expectation of the Executive Headteacher, reporting any safety hazards/unsafe practices in and around the building
2. To use all equipment in a safe manner, and any faults/incidents are reported to the appropriate member of staff
3. To monitor stock levels and equipment and advising appropriate person of requirement.
4. To undertake basic record keeping as directed

5. To oversee the work of the cleaners as their line manager
6. To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development
7. Porter duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the school
8. Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person
9. To undertake any other duties that are commensurate with the grade

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Application form must be completed in full.



Person Specification – Caretaker

Selection Criteria	Method of Assessment	Essential
At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.		
1 Knowledge and Skills		
1.1 Practical skills with the ability to carry out repairs around school including the use of tools	Application form/Interview	√
1.2 Practical skills to clean all areas of the school to a high standard	Interview	√
1.3 Ability to liaise with trades people understanding the necessary technical language needed	Interview	√
1.4 Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate	Application form/Interview	√
1.5 Awareness of health and hygiene procedures	Application form/Interview	√
1.6 Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures	Application form/Interview	√
1.7 An ability to work as part of a team and oversee the work of cleaning staff	Application form/Interview	√
1.8 An ability to undertake all the physical aspects of the job and to use relevant equipment	Application form/Interview	√
1.9 An ability to relate well to children and adults within the school environment	Application form/Interview	√
2 Personal Style and Behaviour		
The successful candidate will:		
2.1 Tact and diplomacy in all interpersonal relationships with the public and colleagues at work	Application form/Interview	√
2.2 Self-motivation and personal drive to complete tasks to required timescales and quality standards		
2.3 The flexibility to adapt to changing workload demands and new organizational challenges		
2.4 Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users		
2.5 Personal commitment to continuous self-development		

Selection Criteria	Method of Assessment	Essential
3 References		
3.1 Positive recommendation(s) in professional references		√
3.2 DBS clearance/no adverse outcomes from the DBS check		√

The interview will include practical tasks to ascertain the applicants' ability to carry out day to day repairs and a series of questions