

# Job Description

**Responsible to:** Facilities Technician

**Main Purpose of the role:**

- ▶ To ensure that a clean, safe, well-lit and heated environment is maintained in school in order to facilitate the effective teaching of students and its full use by staff and students who use it
- ▶ To ensure that a high level of security is maintained throughout the school to protect the resources within it

**Job Activities:**

- ▶ To be responsible for the security of the premises and its contents in the absence of the facilities technician
- ▶ To be responsible for the supervision of cleaning staff directly employed at the school
- ▶ To be responsible for the use, maintenance and security of plant machinery and equipment based at the school
- ▶ To act as key holder and to attend 'callouts' out of normal working hours if available
- ▶ To ensure that the school is unlocked before the school day begins and secured afterwards
- ▶ To operate the heating, lighting and plumbing systems at the school as directed. This may include PAT testing of non-specialist electrical equipment where training has been provided
- ▶ To clear grease traps as appropriate
- ▶ To operate any fire and burglar alarms and to report on any deficiency
- ▶ To undertake cleaning duties which occur during the school day and which cannot be left for cleaning staff
- ▶ To act as a contact point and to liaise with building contractors
- ▶ To immediately clear up any hazard to students and staff (i.e., spilt chemicals, broken glass)
- ▶ To clear up paved areas and playgrounds (i.e., by disinfecting drains, picking up litter and emptying litter bins and clearing grids)
- ▶ To undertake portage duties as required and to assist in the unloading of deliveries to the school and loading of deliveries from school
- ▶ To undertake basic handyperson duties as necessary (i.e., replacing lightbulbs, securing broken windows etc.)

**General information**

The post holder will be required to comply with the school's policies and procedures. The school has a no-smoking or vaping policy. Staff are not permitted to smoke or vape on any of the school's premises nor in any vehicle used on school business. The post holder will promote the school's health and safety at work policies and ensure that they are implemented efficiently within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of the children, young people and vulnerable adults. It is an essential requirement that staff are aware of the school's safeguarding procedures for sharing information about the welfare of any person whom they have safeguarding concerns. Staff have a duty to ensure that they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This job description covers the main duties and responsibilities of the job and will be subject to review and amendment in consultation with the post holder, to meet the changing needs of the school. Other activities commensurate with this job description may, at any time, be undertaken by the post holder.

# Person Specification

<b>Post Title:</b> Caretaker	
	<b>Evidence</b>
<b>Experience</b> Relevant work experience such as cleaning, handy person duties, etc. and preferably experience of supervising the work of others	Application Interview
<b>Qualifications</b> Willingness to undertake further training as required	Application
<b>Skills &amp; abilities</b> Ability and willingness to work flexibly within the school Able to work as a member of a team Able to carry out straightforward handy person duties An understanding and perception of the need for a high standard of cleanliness in school Possess a thorough approach to cleaning and the storage of cleaning materials Good supervisory skills Ability to work effectively with out cleaning staff and school managers – to be aware that the job may entail lone working at times A good timekeeper An awareness of health and safety issues, particularly regarding hazardous materials (COSHH – Control of hazardous substances) Good attention to detail, particularly in relation to the security of the buildings	Application Reference Interview
<b>Other</b> Ability to form and maintain appropriate relationships and personal boundaries with children and young people Clear understanding of equal opportunities A strong belief in the value of diversity and inclusion Enhanced DBS clearance	