

Role Title	Caretaker
Grade	
Job Reference	
Job Variation Reference	
School	
Main purpose of the role	
<p>To undertake a range of caretaking and site management duties including security and supervision of the site and related equipment, and other duties including portage, cleaning and maintenance.</p> <p>Supervision/training of staff.</p>	
Core responsibilities and tasks	
<p>In addition to or in place of role level 1:</p> <ol style="list-style-type: none"> 1. Take responsibility for the security of the premises and its contents in the absence of the Head teacher and Deputy Head teacher or any other designated responsible person. 2. Take responsibility for the use, maintenance and security of plant, machinery and equipment based at the school. 3. Operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation and recommend better use of such systems. 4. Monitor and order supplies of consumables and to ensure that deliveries are made in accordance with invoices. 5. Oversee schedules and routine maintenance liaising with contractors and suppliers as necessary. 6. Monitor standards of work undertaken by outside agencies and make routine reports. 7. Supervise staff. 8. Assist in the recruitment and training of cleaning staff. 	
Knowledge, skills and experience	

- Completed a common core programme of induction for working with children

Additional Information

This role undertakes a range of caretaking duties either reporting to the Head in a small school or to a Head or Senior manager type role in a large school