

Monkston Primary School

Caretaker

Grade: 4

Point: 5-9

Reporting to: School Business Manager



Purpose of job

To provide an on-site cleaning and caretaking service and undertake cleaning duties.

To provide maintenance and security services on school site and premises.

Undertake activities to maintain a safe and clean external environment e.g. gritting.

Key Objectives

- To be a keyholder for the school and to be responsible for the routine and non-routine (emergencies) opening and closing of the premises
- To carry out cleaning and caretaking duties as directed by the Head Teacher or School Business Manager
- To be responsible for the ordering and safe storage of cleaning equipment and materials
- Assist and participate in the organisation and movement of furniture and deliveries within the school
- Undertake minor repairs to site, furniture and fixings and maintenance of the buildings and site
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Collect and assemble waste for collection
- Refill and replace consumables e.g. soap, paper towels etc.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Headteachers may require additional duties to be undertaken to suit the specific school's requirements, and these may be incorporated in the role requirements if they are at a similar and appropriate level to the other listed duties.

Scope

- Ensure the maintenance of a clean and orderly working environment
- Ensure the buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
- Ensure lights and other equipment are switched off as appropriate
- Undertake emergency cleaning duties
- Indoor and outdoor work; leaning, minor repairs in toilet areas; deals with spillages, waste collection
- Report faulty equipment and other maintenance requirements to the appropriate person
- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as lifting or moving furniture.

- Regularly exposed to conditions that are generally unpleasant, hot, cold, wet, noisy and dirty or that involve some measurable risk

Work profile

- Perform duties in line with Health & Safety regulations and act where hazards are identified, report serious hazards to line manager immediately
- Periodic cleaning of designated areas of the school buildings and grounds according to instructions
- Assist with the maintenance of specialised equipment following training for example sports/theatrical equipment
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site
- Act as a school contact in relation to premises related contractors
- Arrange regular maintenance and safety checks
- Undertake record keeping as directed
- Receive deliveries to the school site
- To adhere to school, local and national guidelines and exercise professional discretion at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An Enhanced Disclosure and Barring Service check is required for this post prior to commencement.

Person Specification

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time	<u>A</u>		<u>A</u> Application <u>I</u> Interview <u>T</u> Testing <u>R</u> Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience	<u>D</u>		
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role	<u>E</u>		
Qualifications	No specific qualifications but evidence of trades certification etc may have particular relevance for some schools		X	A
Skills / Experience	Hands-on experience of a range of maintenance / janitorial functions		X	A
Competencies		Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area	<u>A</u>		<u>A</u> Application <u>I</u> Interview <u>T</u> Testing <u>R</u> Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements	<u>S</u>		
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice	<u>E</u>		
Planning and organising work	Planned maintenance / activity scheduling. Supporting school events.		X	I
Planning capacity and resources	Contingency planning (adverse weather etc)		X	I,R
Influencing and interpersonal skills	Working co-operatively with teaching and other support staff.		X	I,R
Using initiative	Basic problem solving within appropriate limits. Dealing with day to day incidents and emergencies.		X	I
Working independently	Shared responsibility for building security and safety. Reports to senior school manager(s)		X	I
Managing resources	Responsible for premises cleaning, maintenance.		X	I
	Maintains stocks of consumables		X	I
Managing risk	Health and safety awareness in all aspects of work.		X	I
Managing oneself	Awareness of opportunities for self improvement		X	I