

Caretaker Job profile



Full time or part time

Full Time - 37 hpw, Band 3a NJC scales 11 to 17, £24,692 to £27,482

Part-time – 20hpw (4 hours per day, flexible), Band 3a, NJC scales 11 to 17, £13,347 to £14,855

Core purpose

Responsible for the fabric and grounds of the school. Liaising daily with the Site Manager on caretaking issues, supervise the cleaners and the cleansing service of the school. Ensuring the security of the school premises. Maintaining any machinery or plant within the school. Maintaining the internal and external fabric of the schools premises as a safe working environment.

General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the School's performance management scheme.
3. To undergo in-service training where required.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Management and Supervision:

1. The Caretaker must ensure that contractors or directly employed cleaners perform to the standards in the cleaning specification. The Caretaker will report to the Site Manager on any failure to meet the required cleaning standards.
2. Induction and instruction of cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
3. Attend training courses where appropriate.
4. Check off deliveries and provide portage.
5. Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
6. Facilitating access to site by catering contractors.

Security:

1. Open and close school - to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services
2. Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
3. Liaison as necessary with emergency services including the calling of the services as appropriate.
4. Report acts of vandalism.
5. General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Site Manager, ensuring the safe use of the school site at all times.

Energy Conservation:

1. In conjunction with the Site Manager, implement all agreed policies.
2. Reading, recording and reporting all meter readings as required by the Site Manager and or Energy Conservation Officer.
3. Liaison with the Administrator acting as the Energy Conservation Officer.
4. Monitor the use of the school's heating system in accordance with the requirements of the contractor performing regular checks and minor maintenance as appropriate.
5. Implement recommendations authorised by Site Manager.

Emergencies:

1. Cleaning sickness, etc and spillage's as required.
2. Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
3. Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
4. Ensuring access, assist and secure premises for all emergencies services as necessary.

Lettings:

1. Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the school's arrangements.

Internal Maintenance:

1. Reporting all defects which require specialist repair.
2. Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
3. Regularly inspect all plumbing and report/repair defects as appropriate.
4. Regular measurement of water temperature re: prevention of Legionella.
5. Synchronise all clock, time switches, etc as required.
6. Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
7. Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable.
8. Be responsible for the supply and availability of hygiene materials as required.
9. Receive and move supplies to various parts of the building as appropriate.
10. Remove or obscure all graffiti as required by the Headteacher.
11. Work with Site Manager and staff to ensure pupils take responsibility for their physical environment.

External maintenance:

12. To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
13. Clean and clear all drains, gullies and ensure effective and healthy operation.
14. Inspect outside fabric of the school and report and/or repair defects as appropriate.
15. Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
16. Agree a system with the senior Administrator for window cleaning arrangements, and monitor.
17. Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
18. Inspect all outside areas for hazardous materials. Consult with Site Manager for the best method of removal.
19. Maintenance of school gardens including planting bulbs etc.
20. Oversee regular cutting of grass.

School Cleaning:

1. Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues.
2. On direction from the Site Manager, ensure that any temporary departure from the standard cleaning specification is carried out effectively (major school activities, inclement weather problems, emergencies, building works, etc).
3. Daily disinfection of water fountains.

Person Specification

Experience

- Experience of caretaking.
- Experience of driving a minibus (desirable).
- Experience of working with young people in a school or extra-curricular context (desirable).
- An understanding of basic health & safety requirements.

Professional knowledge

- An understanding of basic health & safety requirements.
- The ability to communicate clearly with all sections of the school community, contractors and the general public both verbally and in writing.
- Demonstrate knowledge of security methodology for both building and grounds without risk the health and safety of the school community.
- Relevant first aid knowledge.

Skills and Attributes

- Ability D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.
- Ability to assist in the training and induction of new cleaning and assistant caretaking staff.
- Understanding of the principles of health & safety in a school environment including COSHE.
- Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative tasks, including stock taking and ordering.
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.
- Ability to relate well to children and adults.
- Have a driver's licence.