

Job Description	
Job Title: Terms & Conditions: Pay Scale/ Grade: Post term:	Caretaker United Learning Trust ULSupport G3 FAC2 Permanent
Accountable to:	Headteacher

Job Purpose:
To provide a clean and safe environment for users of the school's buildings and grounds. To carry out repairs and maintenance tasks and DIY duties to ensure the buildings/grounds provide a safe learning and working environment for pupils and staff. To work with the School Manager to ensure site legal obligations are met.
Security
• Lock/unlock school buildings. • Undertake regular site checks and identify security risks, including the perimeter area. • Monitor fire safety equipment. • Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief. • Monitor CCTV or surveillance equipment where appropriate. • Liaise with police, security and surveillance contractors, if necessary. • Undertake locking and unlocking for lettings.
Maintenance & Tasks
External • To complete a site/ perimeter check each morning, to include cleaning & sanitising all external drinking fountains/sinks. • Daily check & empty of external bins around school sites • Ensure main refuse areas are kept clear of debris and swept regularly. • Remove debris from external areas of school sites e.g. guttering, outside noticeboards, external lights and roof overhangs. • Undertake duties such as graffiti removal, litter-picking.

- Ensure that the car park, pathways and all other external hard surface areas are kept clean, free of litter and weeds and they are cleared of snow, gritted or salted when required during wintry conditions.
- Cut back any overhanging shrubs, bushes & tree branches that are not being dealt with by external grounds contractors.
- Check gullies, guttering & surface water drains are free from leaves, debris & are functioning efficiently.
- Maintain underside of all canopies, canopy supports & drainpipes and clear of debris.
- External maintenance of windowpanes, window frames & door frames

Internal

- Keep all Boiler Rooms/ Plant Rooms clear of debris.
- Porter duties: e.g., moving furniture & other equipment/ resources around school site, including new deliveries.
- Re-adjusting clocks regularly synchronicity, especially after power cuts and when clock go forwards & back, replacing batteries.
- Ensure all radiators are kept at a safe temp (Winter months).

General

- Carry out & maintain daily, weekly, monthly and annual checks; to include site, fire, water, asbestos, outdoor play equipment and ladder.
- Undertake appropriate repairs e.g. redecorating and fixing.
- Undertake minor/simple repairs, e.g. changing light bulbs, unblocking surface water drains.
- Clear all spillages resulting from a minor flood i.e., burst pipes, sink & toilet blockages.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is of a good standard.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves.
- To be responsible for the operation of a preventative planned maintenance programme.
- Routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and good standards and conditions.
- Undertake regular site inspections.
- Provide emergency access to the school site.
- Liaise with contractors to arrange access to school site.
- Ensure that a good standard level of caretaking and hygiene are achieved and maintained throughout the whole of the premises.
- To clear any body fluids as required.

Organisation & Supervisory

- Maintain a record of identified defects, and repairs.
- Create and maintain a purposeful, orderly and productive working environment.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation).
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Order & collection of supplies from local trading suppliers.

Responsibilities

- Promote and ensure the health and safety of pupils (staff & visitors) at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Ensure health and safety policies and procedures are complied with at all times.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

Appearance of Cluster Schools

- To ensure that the outward appearance of the school remains at a very high standard; litter clearance and cleanliness play a very important role in the first impression formed by staff, visitors and parents.
- All litter, graffiti, and debris must be removed from the site ASAP.
- To always wear the uniform provided by the school while at work.

Health & Safety

- Caretakers will have knowledge of risk assessments in force, that affect the way in which they conduct their duties. Many tasks carried out such as working at height, working with body fluids etc. are covered and staff will ensure they adhere to the routines.
- If any risk exists, it must be considered prior to the task being commenced.
- The Caretaker is responsible for ensuring that the safety of the site is maintained.

Security Duties

- Your shift patterns will be amended on special occasions such as Parents' Evenings/school events to facilitate additional locking duties.
- Your position requires you to be a named key holder in the event you may be called upon out of your working hours.

Lone Working

- This post will involve elements of lone working and initiative is required to ensure good working practice. While risk assessments and procedures will be provided by the Line Manager, all concerns must be raised in order that they may be resolved swiftly to the satisfaction of all parties.

Not all roles can be covered in this job description. A flexible approach is required at all times to ensure the smooth operation of the school.

Performance Management

- To participate fully in the Trust's Performance Management process.
- To attend relevant INSET training for your role.

Knowledge, Skills and Experience

- Keep up to date with developments relating to your role.
- Review and maintain your own professional practice through agreed development activities.
- Ensure statutory requirements are met.
- Ensure a secure knowledge and understanding of all school policies and procedures.

Personnel

- Identify and support Continuing Professional Development (CPD) needs of others.
- Able to undertake physical elements of the role.
- Practical with DIY skills.
- Well organised, conscientious, & reliable.
- Flexible in their approach to planning their working day.
- Communicate effectively to all members of the team.
- Work collaboratively with other staff.
- Meet in accordance with calendared meetings and line managers as agreed.

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Every member of staff has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.

(Post holder)

Name	
Signature	
Date	

Person Specification - Caretaker

Windale School is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment

	Essential	Desirable
Qualification Criteria	Educated to a satisfactory standard in order to communicate effectively, both written and oral. Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite. Average English and Maths Qualifications.	Diploma(s) in building work such as carpentry, plumbing, brick laying. COSHH qualifications. Valid driving license
Experience	DIY. Decorating. Team working.	School maintenance and educational systems Or Office building maintenance Building maintenance such as plumbing, carpentry
Knowledge and understanding	The basic principles of site maintenance and the importance of health and safety. Hold techniques for repairing damaged and defected equipment or resources. Use basic power tools and other equipment to make repairs and improvements.	Evidence of professional development. Specific knowledge of site and premises security regulations and health and safety legislation.
Skills	Use of practical skills to improve site and buildings. Deal with emergencies and problems in a positive and systematic manner. Proactive and work on own initiative.	Anticipate and reduce risk where possible. Develop more efficient and cost-effective ways of working. Show knowledge and

	Work alone when required, showing good self-motivation. Prioritise, plan, schedule and meet deadlines and evaluate work. Communicate effectively (both orally and in writing) to a reasonable standard.	understanding of Health and Safety regulations. Be aware of a small budget for resources.
Personal Qualities & attitude	Enthusiasm. Motivation. Loyalty. Good timekeeping. Reliable, trustworthy and honest. Demonstrates excellent social skills. Demonstrates the ability to use own initiative. Flexibility. Interest in caring for school pupils and staff. To be a proactive member of the school community.	An interest in professional self-development. A willingness to contribute to the wider life of the school.
Physical Requirements due to nature of the job role	Fit and able to carry out all duties. Ability to work at heights. Ability to deal with manual handling.	