

Job Description for Caretaker

Job Description

Position	Caretaker
School	Pooles Park
Responsible to	Business Manager
Grade	Scale 4, spinal point 8-11

PURPOSE OF THE POST

- To ensure the security, care and availability of the school and its furniture, fittings and equipment.
- To ensure the physical environment of the premises is satisfactory and complies with H&S regulations for users.
- To promote the efficient use of the Council's assets to support the educational objectives of the establishment and the activities of other site users.

MAIN DUTIES

1. To maintain constant awareness of the physical condition of the building, furniture, fittings and equipment and where appropriate repairing/reporting defects maintaining a schedule to complete or requisition work under guidance of the SBM.
2. To undertake maintenance and repairs to the premises within the scope of a competent handyperson.
3. To complete and or review statutory testing requirements, maintaining an electronic register and organising appointments.
4. To maintain Parago, the school's Premises and Compliance Management software system.
5. To operate the school's heating system; monitoring the use of the heating and lighting system and promoting cost consciousness and energy conservation within school.
6. To assist in planning and prioritising own work allocation according to the needs of the site as determined by the SBM.
7. To assist in checking stores/equipment deliveries against invoices/delivery notes and portorage duties to ensure they are correctly ordered, stored/distributed.
8. To liaise with the SBM to ensure that any deficiencies in the cleaning service provided by the contractor are reported to the appropriate person.
9. To ensure the security of the site and its contents and the provision of access and exit to the site and buildings for authorised persons only ensuring safeguarding procedures are followed at all times.

10. To carry out internal and external cleaning of certain defined areas as directed by the SBM, including where applicable: grounds and play areas, external toilets, internal glass, walls, removal of graffiti and undertaking defined holiday cleaning duties.
11. To carry out emergency cleaning duties where necessary, and/or as directed.
12. To undertake general portage duties as required and particularly the provision of furniture and other equipment for timetabled activities to meet the needs of premises users, without continued direction.
13. To provide and replenish toilet paper, toilet soap, sanitary requirements, hand towels and other drying facilities (but not internal toilet cleaning, except in emergency situations).
14. To maintain operation of the premises miscellaneous duties of a practical nature as circumstances demand.
15. To undertake risk assessments for premises under the direction of the SBM.

PERSONAL RESPONSIBILITIES

1. To carry out the duties and responsibilities of the post, in accordance with London Borough of Islington's Health and Safety Policy and relevant Health and Safety Legislation.
2. To take responsibility for safeguarding and promoting the welfare of children.
3. To undertake training as appropriate.
4. To undertake other duties appropriate to the post that may reasonably be required from time to time.
5. At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.
6. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
7. To carry out general portage duties as required and particularly the provision of furniture and other equipment to meet the needs of premises users for timetabled activities without continued instruction.

Person Specification

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The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

QUALIFICATIONS AND KNOWLEDGE		Essential Desirable
1.	Evidence of numeracy/literacy skills	E
2.	Recognised accreditation in a relevant skills-set, e.g. plumbing, carpentry, building maintenance, H&S.	E
3.	Knowledge of Asbestos Management.	D
4.	Knowledge of Legionella prevention.	D
5.	Knowledge of fire safety in schools.	D
SKILLS AND ABILITIES		
6.	Excellent organisational and communication skills.	E
7.	Evidence of ability to take initiative.	D
8.	Evidence of ability to prioritise workload.	E
9.	Understanding of building maintenance requirements and the ability to undertake repairs.	E
10.	Ability to plan work and manage contractors on site.	E
11.	Ability to work effectively as part of a team.	E
12.	Evidence of ability to work productively and efficiently without supervision.	E
13.	Ability to deliver services to customers meeting the school's standard for customer care.	E
14.	Ability to build and maintain effective working relationships with a wide variety of people, including appropriate relationships and personal boundaries with children.	E
15.	Commitment and willingness to meet the needs of the Catholic ethos and flexible working arrangement of the school.	E
16.	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	D

17.	Ability to provide data for computerized asset management systems.	D
18.	A commitment to deliver services with the framework of the school's equal opportunities policy.	E