**Minsthorpe Community College**

**Job & Person Specification**

**Post Title:** Caretaker

**Grade:** G4 – Point 5-6

**Hours:** Full Time – 37 hours per week

6.00am-2.00pm, 8.00am-4.00pm, 10.00am-6.00pm

**Reporting to:** Estates & Facilities Manager

**Overall Purpose of Post:**

Under the direction/instruction of appropriate senior staff assist in the provision of maintenance and security services on College premises and sites thereby ensuring a safe working environment.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

* Responsibility to provide a safe environment in which children can learn and develop.
* To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

**Employment checks required of this post:**

* Proof of eligibility to work in the UK
* Proof of relevant qualifications (original certificates)
* Two satisfactory references
* DBS Enhanced Disclosure check
* A Prohibition Order check
* A medical assessment prior to commencement of employment.

**Key accountabilities, duties and responsibilities:**

* Lock/unlock school buildings and areas
* Assist with regular security checks and identify security risks
* Operate and respond to alarm systems where appropriate
* Undertake lettings
* Monitor fire safety equipment
* Liaise with police
* Undertake/ assist with minor/simple repairs e.g. plumbing, changing light bulbs, unblocking drains, repairing door furniture
* Operation of heating plant, cooling and lighting systems
* Collect and assemble waste for collection
* Undertake cleaning duties including graffiti removal, litter-picking
* Undertake emergency cleaning duties
* Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
* Provide emergency access to the College site
* Undertake activities to maintain safe and clean external environment e.g. gritting
* Assist with the maintenance of swimming pool and other specialist sports equipment following specialist training
* Ensure the maintenance of a clean and orderly working environment
* Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
* Undertake basic record keeping as directed
* Refill and replace consumables e.g. soap and towels
* Report faulty equipment and other maintenance requirements to appropriate person
* Maintain the security of College premises by securing entrances/exits as appropriate and reporting potential security breaches
* Ensure lights and other equipment are switched off as appropriate
* Undertake/assist with the receipt, distribution, collection and despatch of goods
* Undertake and participate in the organisation and movement of furniture within the building
* Maintain and arrange orderly and secure storage of supplies
* Operate everyday equipment in accordance with instructions
* Contribute to the overall ethos/work/aims of the College
* 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
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Treat all users of the College with courtesy and consideration
* Present a positive personal image, contributing to a welcoming College environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of students, staff and visitors (in accordance with appropriate health and safety legislation) at all times

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.

**Person Specification:**

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| **Criteria** |  | **Essential/Desirable** |
| **Education, Training and Qualifications** | Willingness to undertake induction training  Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these  Support Work in Schools (SWiS) Level 2  Level 2 Numeracy/ Literacy or willingness to work towards. | E  E  D  D |
| **Skills and Knowledge** | Knowledge of basic plumbing, electrical and decorating repair procedures  Knowledge of health and safety procedures and precautions  Awareness of COSHH regulations  Awareness of health and hygiene procedures  Knowledge of moving and handling procedures  Ability to work as part of a team  Willingness to use relevant equipment  Ability to relate well to children and adults  Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards  Supervisory skills | E  D  D  E  E  E  E  E  E  D |
| **Experience** | Handyperson experience | E |
| **Personal Attributes** | Enjoy working alongside young people and adults.  Be supportive of the aims and ethos of Minsthorpe Community College. | E  E |