TITLE OF JOB : CARETAKER
GRADE G3 - £28,956 - £30,171 according to experience
WORKING HOURS: 36 hours per week
WORKING WEEKS: 52 weeks with 25 days paid holiday (minimum) per annum plus Bank Holidays
USUAL HOURS OF WORK: 7:15 – 3:15am (50 minutes lunchtime).

1 PURPOSE OF YOUR JOB

To provide a clean and safe environment for users of the school buildings and grounds.
To carry out repairs and maintenance tasks and DIY duties in order to ensure the buildings/grounds provide a safe learning and working environment for pupils, staff and visitors.

2. MAIN AREAS OF RESPONSIBILITY

- Security of the school's buildings and grounds.
- Opening in the mornings and locking up whenever required
- Operation of the school's heating
- General porterage duties including movement of furniture and equipment within the school.
- Daily and periodic cleaning of designated areas. Areas will include the children's toilets, as well as other parts of the school building and grounds according to a schedule of work.
- Handyperson duties which may include minor repairs to furniture and fixtures/fittings and minor decorating tasks.
- Liaise with outside premises contractors when working on-site and when they are carrying out repairs/maintenance work.
- Maintain the asbestos log in accordance with training instructions as directed by the Site Manager
- Carry out weekly fire alarm checks if and when required
- Report outcomes of termly fire drills to Site Manager
- Monitoring contract cleaning in order to provide a clean school. Report any shortcomings to Site Manager
- Keeping the whole site safe and accessible – e.g. snow clearance, distribution of salt/grit to avoid slips/falls, sweeping mud/leaves from pathways and playground areas etc.
- Such other duties which may arise from the use of the premises e.g being responsible for out-of-school-hours lettings – opening/locking up.
- Contribute to a working environment which supports equal opportunities and anti-discriminatory practice.
- Ensure that the highest standards of health and safety are maintained at all times.
- Drive the School Mini Bus when required and ensure it is clean/washed and that it is maintained to standard

Daily Tasks

- Unlock all external doors and gates
- Carry out a grounds check daily –looking for hazards eg beer bottles, etc. along the perimeter.
- Walk the perimeter fence outside the school check and clear litter.
- Daily visual check of playground and external play equipment. Report any safety issues and mark as out of bounds
- Check that all lights in classrooms, corridors, toilets, external areas and storerooms etc. are in working order daily replacing or reporting any bulbs/fuses found not to be working.
- Check boiler daily and ensure that everything is in working order, and that heat is supplied when and where necessary.
- Set out school lunch tables and put them away once lunch is over
- Ensure on a daily basis that sufficient supplies of soap, paper towels and toilet paper in all children's and staff toilets and staff rooms
- Once a week check on soap, paper towels in all classrooms
- Create a schedule whereby recycling is emptied from classrooms and offices every other day
- Bring the school fruit into the building when delivered
- Prepare the premises for school events/lettings and ensure that rooms/halls are ready for use

Caretaking, Maintenance and Repair Work

- Carry out minor repairs and bring to the attention of the Site Manager any repairs or items requiring attention or that is too large or complex to be dealt with by the post holder.
- Carry out various minor works around the school where necessary e.g. replacing washers.
- Erect shelves and effect minor repairs to furniture and fittings
- Carry out minor painting repairs and decorating projects.
- To make regular checks that all sanitary fittings are in working order and reporting any malfunction to the office.
- Weekly flushing out of all rarely used outlets –in conjunction with the Site Manager
- Make a regular check of time clocks to ensure that they remain set appropriate to temperatures and daylight hours.
- Re-adjusting clocks regularly to ensure synchronicity, especially after power cuts and when clocks go back, replacing batteries etc.
- Replace batteries of Fire doors in corridors and around school
- To assist in carrying out the regular health and safety checks in accordance with the school's health and safety policy.

Grounds Maintenance

- Clear leaves and litter from all paths.
- Sweep/hose down playgrounds when required
- Cut back any shrubs which overhang the paths that have not been dealt with by the gardeners.
- Clear weeds growing on paths, playground, quad, entrances and car park.
- Sweep out under canopies and hose all shelter rooves, at least annually
- Clear paths and playground of snow and ice, leaves, animal droppings
- Check gullies, guttering and surface water drains are free from leaves and functioning efficiently.
- Ensure the roof is clear of leaves and debris so that water does not build up causing a risk of leaking.

- To ensure that paths, play areas, parking areas and porches are kept tidy.
- Ensure outside waste bins are emptied regularly, including the external one by the entrance

To undertake other duties as directed by the Headteacher and Site Manager or other staff members of the Senior Leadership Team from time to time.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

3. ORGANISATION CHART

Headteacher

Site Manager

Caretaker

4. SUPERVISION

The postholder will work largely on his/her initiative subject to the general and specific direction of the Site Manager. Appraisals will be carried out annually by line-manager

5. JOB CONTEXT

The postholder will be responsible for a range of caretaking duties. The balance of work may be reviewed at the discretion of the Headteacher, according to the changing needs of the school.

6. SAFEGUARDING

- All staff have a responsibility to ensure that all school Safeguarding Policies are adhered to, at all times and that concerns are raised, in line with School Policy.
- A commitment to attend suitable training, to support safeguarding and health and safety responsibilities within the school.
- Attendance at specific staff training sessions, or INSET days, in line with safeguarding and health and safety legislation.

7. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in school or similar environment
- Flexibility and sensitivity to the needs of a wide range of users of the school
- Knowledge of efficient cleaning methods and material is desirable
- Ability to prioritise and manage a workload efficiently and independently
- Evidence of success in completing handyperson or DIY tasks (paid or unpaid)
- Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post.

8. PROBLEMS AND DECISIONS

- Advising the Site Manager of faults to the buildings, fixtures and fittings which require specialist attention
- Use any premises surveys to refer to in order to ensure all maintenance and H&S issues are rectified – to organise completion of highlighted works and report back to the Site Manager who will report to the Governors' Resources committee.
- Liaising with contractors or escorting them about their work on site to ensure minimum disruption to the work of the school and ensure children are safeguarded at all times
- Taking responsibility for carrying out H&S risk assessments as directed by the Site Manage

9. PHYSICAL EFFORT

Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

Emptying rubbish and recycling bins.

Approx. 30% of the time might be spent moving and carrying various items.

Cleaning duties will require physical effort and a level of fitness.

10. WORKING ENVIRONMENT

Some of the work may need to be done out of doors such as repairs, and security checks in wet or cold weather, snow clearance and grounds work.

11. ADDITIONAL INFORMATION

The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder will be expected, on occasions and by mutual agreement with the Headteacher to attend during lettings for which additional payments will be made in accordance with agreed Harrow Council rates.

Holidays will be expected to be taken during school holiday times by arrangement with the school. Some days per school holiday will need to be worked due to jobs being carried out 'out of school hours' e.g. decorating, carpet laying, extensions/building projects (by the caretaker or by outside contractors). Holidays should be taken, in agreement and negotiation with the School Business Manager.

The postholder should be contactable at all times during the school day in case of emergencies or urgent matters, unless previously agreed with the Headteacher, and as such needs to make provision for this within reasonable expectations.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

Postholder	Head teacher	Date

JOB PERSON SPECIFICATION -CARETAKER		
	Essential	**Desirable**
Qualifications knowledge experience, and Training	• Relevant qualification and/or experience/practical skills in one or more (or similar) of the following areas: – Plumbing – Carpentry – Painting/decorating – Building work – Joinery • Willing to undertake training where necessary and appropriate • Clean Driving licence and preferably a D1 licence (to drive minibus) or willing to undertake training for and take D1 test within half a term of appointment. • To be trained as a first aider.	• Knowledge, experience & application of Statutory LA and Health & Safety regulations • Knowledge and understanding of manual handling and COSHH. • Qualifications and experience in work at height and risk assessment. • Supporting the development of new systems and procedures in line with best practice • A good knowledge of school systems • Experience of working in a school or similar establishment • Working in an environment subject to health & safety, hygiene, child welfare and protection regulations.
Skills, Personal Qualities and Abilities	• Competence in ICT • Trustworthy, and reliable • Self motivated. • Able to work with minimum supervision and problem solve. • Able to remain calm under pressure. • A high standard of communication skills with various stakeholders. • Demonstrate a sensitivity to and have an understanding of being part of our multi-cultural community • Willingness to undertake courses and learning to develop skills • Organisation skills • Work constructively as part of a team, understanding school roles and responsibilities and own position within these • Manage own time effectively, organise & prioritise workload to ensure objectives are fulfilled	• Knowledge of Manual handling