



# CARETAKER JOB DESCRIPTION & PERSON SPECIFICATION



## Caretaker

**Grade:** 5, spine point 13

**Hours of work:** 35 hours a week (All Year Round)

**Responsible to:** Principal, Senior Leadership Team and Finance Officer

### Job Description

- To provide maintenance & security services on school sites & premises.
- To manage cleaning and/or site staff and ensure cleaning is in accordance with specification.
- To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out, including maintenance where applicable.
- To be a responsible key holder and ensure security of the premises, grounds and its contents.
- To liaise with contractors and ensure works carried out is in accordance with specification

### Main duties of the job

- Portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture/stock.
- To carry out general maintenance and repairs in the school, in accordance with the expectation of the Principal, reporting any safety hazards/unsafe practices in and around the building.
- To use all equipment in a safe manner, and assist in safety audits of the premises and contribute to relevant risk assessment activity.
- To monitor stock levels and equipment and place orders with external suppliers.
- To be responsible for maintaining records, information and data, (including electrical testing of portable electrical appliances) producing analysis and reports as required.
- To produce a plan of programmed maintenance and monitor the performance of contracts ensuring records are kept in line with specified standards.
- To advise the Principal/Senior Leaders on matters relating to energy control.
- Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Principal.
- Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person.
- To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development.
- To undertake any other duties that are commensurate with the grade.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Wise Owl Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description, but are relevant to the work of the post-holder.

This role, may require the post holder to work across or at any of the Academies within the Wise Owl Trust.





Where the post-holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

**Signed** ..... **Print Name** ..... **Date** .....







## Person Specification

Practical skills with an ability to carry out caretaking duties including cleaning, manual handling, security patrols and minor repair work

Knowledge of Health & Safety and hygiene procedures and precautions

Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate

Numeracy and literacy skills with an ability to keep accurate records

Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures

Willingness to develop knowledge of use of ICT and other specialist equipment/resources

Ability to relate well to children and adults within a School environment

Supervisory skills and the ability to manage external relationships with contractors

An ability to undertake all the physical aspects of the job and to use relevant equipment

## Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public and colleagues at work

Self-motivation and personal drive to complete tasks to required timescales and quality standards

The flexibility to adapt to changing workload demands and new organisational challenges

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users

Personal commitment to continuous self-development

Personal commitment to continuous service improvement

Willingness to consent to and apply for an enhanced DBS disclosure

Staff should display a personal commitment to the Academy's professional standards, including dress code and code of conduct, at all times.

The Wise Owl Trust, Trustees and Governors are committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. All staff and volunteers will be expected to complete a DBS (disclosure and barring service) check and also complete any other safeguarding documentation as and when requested.

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.

