



## JOB DESCRIPTION

<b>Job Title:</b>	Caretaker/Cleaner
<b>Salary:</b>	FIA 3: £28,057 Pro Rated
<b>Responsible to:</b>	Headteacher / Sites Manager
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, Suppliers of Goods & Services, Contractors & Visitors

### Main Purpose of the Job:

To play an essential role in keeping our school clean, hygienic and welcoming for pupils, staff and visitors, and in maintaining the security, safety, cleanliness and upkeep of school buildings, grounds and facilities under the direction of the Sites Manager.

### Main Duties and Responsibilities:

#### Key Duties:

**During termtime, duties include daily cleaning of classrooms, corridors, toilet facilities, ensuring general cleanliness and tidiness of outdoor areas of the school, undertaking regular inspections of the site, reporting significant defects and remedying minor defects. Periodic deep cleans and grounds maintenance.**

#### Cleaning Duties of the Post:

- Dust and polish all surfaces, including window ledges.
- Empty all bins and change liners for collection and disposal and wash floors.
- Wash internal windows.
- Clean and sanitise desktops and tables.
- Vacuum carpets and mats.
- Wipe doors and handles with anti-bacterial spray to prevent the spread of infection.
- Clean toilet areas, including sinks and surrounds, toilets, cubicle walls, urinals, tiled areas, mirrors, sweep and mop floors, replenish soap, toilet paper and hand towels.as necessary.
- Assist with lifting and moving items for moves of office or school events set up.
- To operate cleaning machinery and other equipment appropriately and in a safe manner.
- To ensure general cleanliness and tidiness of all hard surface areas of the school, including drains, catchpits, gulleys etc and the removal of graffiti.

#### Caretaking duties of the post:

- To play a key role in maintaining the security, safety, cleanliness and upkeep of school buildings, grounds and facilities under the direction of the Sites Manager.
- To act as joint keyholder for the site, ensuring security at all times.
- Security, locking/unlocking duties; ensuring that all statutory inspections are recorded appropriately; all windows and doors are locked and secure; reporting and potentially dealing with any issues immediately which present a health and safety issue ie flooding; security breach.

- Carry out general maintenance works to school buildings, equipment, fencing and play areas as necessary.
- Proactively check for defects in buildings, equipment, fencing and play areas to ensure they are in a safe working condition.
- To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors / health & safety officials.
- To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
- To ensure safe pedestrian access especially during bad weather.
- To undertake portage duties as required.
- To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Sites Manager.
- To be responsible for checking invoices and recording and checking deliveries.
- Manage tools and workshop equipment adhering to health & safety inspection requirements that all tools/machinery are used appropriately incorporating PPE. Communicating stock requirements as stock becomes low; sourcing of materials and costing up works. To take delivery of stores/materials and other goods.
- Undertake meter readings; completion of statutory records; "Smart Log" usage; and ensuring email communication is responded to daily.
- To participate in evacuation processes as agreed and in accordance with the school's recognised Evacuation Procedure.
- Statutory Fire Safety duties incorporating all inspection requirements and recording all inspection data.
- Legionella statutory inspections including flushing regimes.
- Scheduled maintenance tasks ie filter changing; vent cleaning.
- To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- To undertake spring cleaning, including some high level cleaning and grounds maintenance at the end of school terms.
- To undertake the efficient operation of the heating system and record and monitor gas / electricity / water (as applicable) meter readings/returns as required by the Trust.
- Signing in of contractors and ensure that all safeguarding requirements of contractors are met whilst they are on site.

### General / Other

- To ensure that pupils' needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To be aware of and adhere to all School and Trust policies and procedures;
- To maintain confidentiality of information acquired in the course of undertaking these duties.
- To ensure that tasks are carried out in accordance with school policies, specific instructions, rules, regulations, legislation and procedures including the school's Equal Opportunities Policy, Code of Conduct, Health and Safety Policy and Data and Child Protection.
- To be responsible for your own continuing self-development, in liaison with your line manager, and to undertake appropriate courses of training/refreshers and renewals of required certification, including joining school training days where the training is relevant.
- To undertake, from time to time, any additional or revised duties appropriate to the grading of this post as requested by the Headteacher, or line manager.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



**PERSON SPECIFICATION – Caretaker/Cleaner FIA**

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	<p>Good standard of literacy &amp; numeracy equivalent to GCSE grade 4/C or Level 2 NVQ in a relevant area</p> <p>Willingness to undertake appropriate training as and when required</p>	<p>Health and Safety Training/Qualifications</p> <p>Manual Handling Training/Qualifications</p> <p>Level 2 NVQ in a recognised trade plus suitable trade certificates</p>	<p>Application</p> <p>Certificates</p>
<b>Skills and Experience</b>	<p>Ability to work both alone and in a team</p> <p>Good organisational skills</p> <p>Able to manage time effectively</p> <p>Good standard of practical knowledge, skills and experience of building and grounds maintenance work</p>	<p>Experience of work in a school or similar environment</p> <p>Experience of being a key holder Budget and stock management experience</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
<b>Specialist Knowledge and Skills</b>	<p>Awareness of health and safety procedures</p> <p>Knowledge of cleaning standards and procedures</p> <p>Experience of accurate record keeping; IT skills</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge of equipment maintenance</p> <p>Working knowledge of Health &amp; Safety at Work Act and COSHH regulations</p> <p>Knowledge and experience of using Smart Log</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
<b>Behaviours and Values</b>	<p>Self-motivated &amp; enthusiastic</p> <p>Able to undertake physically demanding work</p> <p>Comfortable with children and young people</p> <p>Patient, friendly and polite approach</p> <p>Trustworthy and honest</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.