

**Job Description**  
**Caretaker level 2**  
**Pay Grade 3**

**Main Purpose of the job**

To provide maintenance & security services on school sites & premises under the instruction/guidance of the Senior Site Manager or appropriate senior staff.

To supervise the 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 of other specialist sports equipment following specialist training, where applicable

To be responsible Key holder and ensure security of the premises, grounds and it's contents including monitoring CCTV or surveillance equipment where appropriate.

**WORKING DAYS:** Monday to Friday. Some weekends may be required dependent on the school's needs.

**Main duties of the job**

1. Covering both the First and Junior schools during periods of absence or leave. If overtime required, this will be paid as overtime or time in lieu as agreed by Senior Site Manager.
2. Undertaking a rota shift pattern or where required a split shift pattern (times to be agreed) to ensure site access and safety in the morning, whilst also securing the site in the evening.
3. Portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the School.
4. To carry out general maintenance and repairs in the school e.g. redecorating, plumbing, fabric repairs and fixing, in accordance with the expectation of the Senior Site Manager, reporting any safety hazards/unsafe practices in and around the building.
5. Undertaking designated cleaning duties, ensuring that the School grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods. Including cleaning floors, carpets, surfaces, furniture and toilets.
6. Carrying out emergency cleaning measures, as necessary, following storms, break-ins, vandalism and body spillages

7. To use all equipment in a safe manner, report any faults/incidents to the appropriate member of staff, taking appropriate remedial action.
8. Undertaking a rota shift pattern or where required a split shift pattern (times to be agreed) to ensure site access and safety in the morning, whilst also securing the site in the evening.
9. Providing key holder duties to both the First and Junior schools. This to include access for authorised personnel or appropriate emergency services outside the normal hours of opening in the event of an emergency
10. Undertaking safety audits of the premises and assist with relevant risk assessments as required.
11. To order and monitor stock/equipment/tools advising the Facilities Manager of needs.
12. To be responsible for maintaining records, information and data, (including electrical testing of portable electrical appliances) producing analysis and reports as required.
13. To produce a plan of programmed maintenance and monitor the performance of contracts ensuring records are kept in line with specified standards.
14. Where appropriate, to liaise with the school meals service contractors in relation to their use of the site and provision of their service.
15. To establish constructive relationships with contractors and other agencies/professionals and Monitor/record performance against specified standards.
16. To assist the Senior Site Manager in the management, administration and operation of lettings system.
17. To advise the Senior Site Manager on matters relating to energy control.
18. Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Senior Site Manager.
19. 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.
20. Inspect buildings, grounds and equipment for unsafe or malfunctioning conditions.

21. The Caretaker will regularly inspect the School site and premises to identify the need for repairs or improvements. Some of the areas to be inspected are as follows: -
- a) Roofs for defects, including blocked gutters and down pipes and loose or defective sections of felt or flashings.
  - b) Walls and ceilings for damp patches, loose panels, new or severe cracks and loose or defective fittings.
  - c) Facings, window and door frames, windows and doors, door closers/springs and window and door seals for defects.
  - d) Toilet areas for leaks.
  - e) Boundary fences and gates for dangerous conditions.
  - f) Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces.
  - g) Window fasteners and door locks/hinges/handles for defects.
  - h) Floor coverings for defects.
  - i) Manholes and gullies for structural damage and looseness. Drains for any blockages.
  - j) Fire alarms, firefighting equipment, smoke alarms and security lighting (to be inspected weekly).
  - k) Lighting for any defects.
  - l) Taps and drinking fountains for operation and the temperature of the water. Also, the operation of any warm air hand-dryers and incinerators on site.
22. 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.
23. To work a variety of flexible shift patterns including mornings, evenings, split-shifts, in accordance with the business need.
24. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
25. Attending appropriate training courses as may be required.

26. To undertake any other duties that are commensurate with the grade

**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.**

## Person Specification

Caretaker level 2

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### For this job we are looking for:

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

Ability to work in a team.

Supervisory skills and the ability to manage external relationships with contractors

Preparedness to work unsocial hours if required.

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

Willingness to abide by the School and Governors various policies

A current full driving licence

IOSHH qualification.

### Personal Style and Behaviour

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

Be able to demonstrate good interpersonal skills and experience in dealing with customers, contractors and managers.

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

Personal commitment to the school's professional standards, including dress code, at all times

**Beaver Road Primary School is committed to safeguarding children and young people.**

**All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check.**

**Additional clarification of requirements of the post include:**

**Safeguarding**

Is responsible for the protection and safeguarding of all children and displays a commitment to this.

Completed all relevant and statutory training and demonstrates qualities required to safeguard and promote the welfare of all children.

Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children.

**Promoting Equality and Diversity**

Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage.

Listen to contributions made to service development without prejudice.

**Care**

Listen and respond to children's needs, seeking out innovative ways of consulting and engaging them.

Network with others to develop services for the benefit of the children.

**Developing Self and Others**

Be willing to share learning and encourage others to do the same. Coach and mentor others.

Listen to others and respond to their needs. Apply a range of development activities to develop and train staff.

Strives for improvement and take responsibility for own development. Be self-confident and lead by example.