

School Caretaker

The Federation of Earlswood Schools is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Caretaker

Salary: SP4 FTE £20,722 - £22,716

Hours: 36 hours per week over 52 weeks of the year

Contract type: Full time

Closing date: Thursday 23rd March 2023

Interview date: Thursday 30th March 2023

Main purpose

The caretaker is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portage, and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school

Duties and responsibilities

General duties

- Carry out portage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to Premises Manager
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Security

- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to Premises Manager
- Provide safe access to the school in cold weather conditions

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Caretaker will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

The Federation of Earlswood schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an appropriate level for this post.

Person Specification – Caretaker

	Essential	Desirable
Education and Qualifications		
Good general education including pass in English and Maths at GCSE grade or equivalent	✓	
Relevant professional qualification		✓
Health and Safety qualification		✓
Experience, knowledge and understanding		
Experience in a building or site maintenance role		✓
Experience of managing staff		✓
Good level of maintenance skills ie plumbing, carpentry, decorating	✓	
Good knowledge of Health and Safety	✓	
Awareness of COSHH regulations		✓
Skills and Abilities		
Good basic IT skills	✓	
Strong problem solving skills	✓	
Ability to work constructively as part of a team and equally happy to work alone	✓	
Strong organisational skills	✓	
Good administration skills	✓	
Ability to effectively prioritise and delegate tasks	✓	
Able to develop effective relationships with colleagues and to communicate effectively with them	✓	
Excellent written and oral communication skills	✓	
Ability to maintain appropriate levels of confidentiality and discretion inside and outside of the school	✓	
Good knowledge of, and proactive approach to, sourcing of materials and equipment	✓	
Ability to motivate others	✓	
Personal Qualities		
Good sense of humour	✓	
Self-motivated and resilient	✓	
Adaptable and supportive of colleagues	✓	
Flexibility with a 'can do' attitude and willing to go the extra mile	✓	
Adaptable and able to cope with a wide range of tasks	✓	
Team Player	✓	
Physically fit as this role requires a level of manual work	✓	
Reliable and an excellent timekeeper	✓	