



Job Description: Caretaker

Hours of work will be regularly reviewed to ensure the needs of the school are met.
Caretaker will be expected to cover holidays/sickness

Purpose of the job: To undertake a range of caretaking duties including security and supervision of the site and related equipment, and other duties including portering, cleaning and maintenance.

Supervision/training of cleaning staff where required.

Care for identified garden areas, making them useable for the children and appropriate for curriculum use.

Directly responsible to: Head teacher

Functionally responsible to: Assistant Headteacher

Responsible for: NA

Principal Accountabilities & Responsibilities:

1. Act as a key holder, carrying out security procedures for the buildings and grounds and the routine and non-routine opening of premises and grounds. Take responsibility for the premises and its contents in the absence of the Headteacher and Deputy Headteacher or any other designated responsible person.
2. Deal with enquiries from external contractors on site.
3. Undertake additional cleaning to support the Cleaners.
4. Within the scope of personal knowledge and training, maintain and repair tools, apparatus and equipment. Where this is not practical, refer arrangement for repair and servicing work to be carried out by a contractor.
5. Undertake any required tasks in identified garden areas in order for them to be suitable for curriculum delivery and enrichment.
6. Take delivery of stocks and materials for the school.
7. Carry out portering within school, move furniture and equipment, as required, assist in setting up for assemblies events etc.
8. Ensure that adequate supplies of cleaning materials and other supplies are available.
9. Operate the heating and pool plants when requested by the Head/Senior Leadership Team.
10. Ensure that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
11. Carry out routine procedures or checks on ancillary equipment.
12. Carry out school based emergency procedures e.g. in the event of fire.
13. Assist with the supervision and training of cleaning staff in the absence of/as requested by the Head/Senior Leadership Team.
14. Contribute to the drawing up and execution of schedules and maintenance plans as necessary.
15. Prepare the school premises and site for out of school hours activities.
16. Report any damage and assist in organising any necessary repairs.

17. Ensure that access and main areas are safe.
18. Attend relevant staff meetings, participate in performance management arrangements and undertake training and development activities.
19. Promote and safeguard the welfare of children, young and vulnerable people that you come into contact with.

Person Specification

Experience	Experience of maintenance and repair duties; Experience of gardening activities.	E D
Qualifications/training	Clear knowledge of safeguarding children guidelines; Knowledge of relevant health and safety regulations; Full, clean driving licence.	E D D
Practical Skills	Ability to undertake cleaning, routine and emergency repairs; Physically able to move equipment and furniture and carry out general portering duties; Knowledge of COSHH Regulations; Good IT skills.	E E D D
Personal Qualities & Attributes	Have a real interest in working with pupils with severe learning difficulties; Self-Motivated; Enthusiastic; Fit and capable of heavy work; Work to high standards, both when working with colleagues and when working unsupervised; Ability to take direction; Able to work unsupervised; Sense of humour; Team player with excellent interpersonal skills; Excellent attendance record.	E D D E E E E E E E
Other	Emotional resilience in working with pupils who may exhibit challenging behaviours or have complex health needs; Postholder will be required to work outside of normal school hours on occasion, with due notice; To undergo an enhanced DBS check - individuals on the ISA barred list should not apply.	E E E