



## **The Charles Dickens School (CDS)**

<b>Job Description:</b>	Caretaker
<b>Grade:</b>	BCAT 5
<b>Employed for:</b>	Full time 37 hrs per week, full time
<b>Hours:</b>	Shift 1: 07:00am to 15:00pm Mon to Thu 06:30am to 14:00pm Friday
	<b>School holidays:</b> 8:00am to 4.00pm, Monday to Thursday, 8:00am to 3:30pm Friday.

**Flexibility** is required with shift patterns to meet the needs of the School or Trust; for example, in severe weather conditions; periods of staff illness, lettings and School events etc. Occasional working at the weekends may be required. You may also be required, on rare occasions, to work at the BCGS or BMS sites to support the work of the wider Trust site team.

### **Professional Relationships:**

**Responsible To:** Trust Estates Manager

**Responsible For:**

### **Purpose of Job**

To support the Trust Estates Manager and CDS Assistant Site Manager and contribute as a team member towards providing an effective and efficient site support service at CDS, and BCGS (if required), thus enhancing the standards of teaching and learning within the School(s).

The Site Team are responsible for the day-to-day operational management, safety and security of the School site and all sites within the Trust (as required). The Site Team are responsible for ensuring that the School(s) are well-maintained, safe and secure site for all users.

The Caretaker is expected to deputise for the Assistant Site Manager in his/her absence.

## **Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**  
**Policy and Procedure**

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the School policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

## **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

## **All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the Schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

## **Person specification.**

### **The person appointed will:**

- Have the ability to relate easily to a wide range of people, through an even temperament and a good sense of humour
- Be self-motivated, pro-active and able to work in a very autonomous way, being able to manage own workload, with strong organisational skills
- Be able to manage a physically demanding schedule
- Be flexible and adaptable
- Have a clear understanding of aims and values of the School
- Be open minded and willing to undergo training as required and for self-development
- Be able to use your own initiative
- Hold a clean, current UK driving licence

## Qualifications and experience

- Some background in the building trade to include experience in range of disciplines (decorating, basic carpentry, plumbing, electrics, and plaster repair)
- Ability and experience of using a wide range of machinery
- Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation

<b><u>Principal Accountabilities:</u></b>	<b><u>Indicative tasks/Activities</u></b>
<p>Report to the Trust Estates Manager and CDS Assistant Site Manager</p> <p>Assist the Assistant Site Manager in the full range of caretaking duties anywhere in the School as required by operational needs</p> <p>Additional responsibilities</p> <p>To comply with Health &amp; Safety, Fire Regulations, Lone Working and other School policies</p>	<ul style="list-style-type: none"> <li>• Keep site tidy at all times</li> <li>• Monitor and empty rubbish bins</li> <li>• Remove any graffiti and chewing gum</li> <li>• Remove litter which has accrued or accrues during the School day</li> <li>• Painting and decorating during School holidays or at the request of site manager.</li> <li>• Deputising for the Site Manager in his absence.</li> <li>• Act as point of call for security alarm calls and attend site when required.</li> <li>• Oversee the School minibus, ensuring that it's serviced, taxed and MOT'd and always ready to be used by the minibus drivers. Ensure that the vehicle is checked before and after each journey, and that the vehicle is always clean and tidy.</li> <li>• Checking table tops for litter and debris</li> <li>• Monitor toilets particularly during the School day</li> <li>• Clean light diffusers and fans and replace diffusers as required</li> <li>• Lay out the hall or classrooms for examinations, concerts, meetings</li> <li>• Treat paths and steps when ice or snow demands</li> <li>• Maintain security of the premises. Lock or unlock the premises in accordance with the procedure as required by the fire safety rules. Refer to Fire Regulations &amp; Lone Working Policy</li> <li>• Lock/unlock any classroom or office as requested</li> <li>• Give Cleaners access to classrooms</li> <li>• Check the identification of people moving around the premises</li> <li>• Assist with energy management by closing windows, shutting doors and turning off lights</li> <li>• Clean/sanitise area after biohazard or other</li> <li>• In the Site Manager's absence, undertake any necessary emergency work (need/hour of day permitting). Refer to Lone Working Policy</li> <li>• Undertake additional cleaning/duties as directed by the Trust Finance and Premises Manager, Trust Estates Manager or Assistant Site Manager</li> <li>• Assist with moving heavy items around the School site/buildings</li> <li>• Deliver goods inward around the School/site as required</li> <li>• Undertake daily paperwork</li> <li>• Report necessary maintenance work or damage to Assistant Site Manager</li> </ul>

	<ul style="list-style-type: none"> <li>• Carry out and relevant health and safety checks as directed eg Fire Alarm test, water flushing, Fire extinguisher check etc</li> <li>• Undertake emergency repairs as necessary (need/hour of day permitting) Refer to Lone Working Policy</li> <li>• Provide access to areas for contractors</li> <li>• <b><u>Undertake other duties that may be required from time to time</u></b></li> <li>• Comply with Health &amp; Safety, Fire Regulations, Lone Working and other School policies</li> </ul>
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### Professional responsibilities

- 1) Wear the site team uniform at all times
- 2) Maintain the site team uniform to a good standard
- 3) Sign in and out at reception as per contractual hours and following Health and Safety guidelines
- 4) 30-minute break must be taken daily at ... (to be agreed).
- 5) Use of mobile phones are not allowed on the School site during working hours and may only be used in an emergency (e.g., calling the emergency services) or in exceptional circumstances
- 6) Follow child protection and safeguarding procedures at all times.
- 7) Holidays in term time are not allowed
- 8) Request for absence for personal reasons must be made via the "grey form" to the Executive Headteacher/Headteacher giving at least one week's notice
- 9) If unwell and unable to work, telephone the Assistant Site Manager and Trust Estates Manager with details and expected return date to work. Complete necessary paperwork as per School policy upon return to work.

### Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher / Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/ Headteacher the other.

Signed: .....

Date.....