



## Job Description

### General Information

<b>Job Title:</b>	Caretaker	<b>JD Code: JDA39</b>
<b>Faculty/Department:</b>	Maintenance	
<b>Reports to:</b>	Site Manager or equivalent	
<b>No. (and job title) of reports:</b>	N/A	

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### **Job Purpose:**

- To be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school site(s).

### **Responsibilities:**

#### *Security and Safety*

- Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.
- Respond to and accurately record all call outs, liaising with the security force and police as appropriate.
- Make premises secure after break-ins
- Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills.
- Undertake the role of Fire Marshall.
- Ensure the safe storage of materials covered by the COSHH regulations.
- Ensure stringent health and safety provision and adherence to safe working practice.

#### *Energy Management*

- Advise the appropriate senior member of staff on matters relating to energy control and conservation, implementing measures to prevent waste.
- Ensure lights and other equipment are switched off as appropriate.

#### *Porterage*

- Operate, manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel.
- Undertake porterage of stock, furniture and equipment as required.

#### *Maintenance*

- Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.



- Undertake minor/simple repairs as require e.g.; minor plumbing, changing light bulbs, redecorating and fixing etc.
- Undertake regular school (site) premises inspections and identify and record repair maintenance requirements.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the school premises is satisfactory, as per specific schedule for the school site.
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the appropriate senior member of staff.
- Undertake general cleaning duties within the premises and outside of the premises to ensure a safe and hygienic working environment is maintained.

### *Support for the school*

- Complete all necessary administration e.g. timesheets and forward to the appropriate person for processing.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the organisations ethos, aims and development/improvement plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Contribute to the maintenance of records, information and data, including the production of analysis and reports as required to the Senior Management Team to aid decision making.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the induction of other support staff as required.

### *Safeguarding and promoting the welfare of the child:*

- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate people.

*This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.*

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>A. Education and training</b>	<ul style="list-style-type: none"> <li>GCSE qualification or equivalent in Maths/numeracy and English/literacy</li> <li>Evidence of Continuous Professional Development</li> <li>Willingness to undertake appropriate training.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>
<b>B. Skills and abilities</b>	<ul style="list-style-type: none"> <li>The ability to maintain stock records and maintain inventory systems</li> <li>ICT skills in the use of Microsoft office</li> <li>Planning and organisational skills</li> <li>The ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.</li> </ul>	
<b>C. Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Awareness and understanding of current Health &amp; Safety, COSHH and other regulations.</li> <li>Experience of caretaking/site keeping in a school or similar environment.</li> <li>Knowledge of health and safety procedures and precautions.</li> <li>Knowledge of moving and handling procedures.</li> <li>Experience/knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.</li> </ul>	<ul style="list-style-type: none"> <li>Awareness and basic understanding of school curriculum</li> </ul>
<b>D. Personal qualities</b>	Evidence of: <ul style="list-style-type: none"> <li>The ability to relate to students and adults.</li> <li>The ability to listen to and understand others</li> <li>Constant and consistent expectations of high standards</li> </ul>	
<b>E. Approach to work</b>	Evidence of: <ul style="list-style-type: none"> <li>High motivation and professional commitment</li> <li>A commitment to and understanding of equality of opportunity.</li> </ul>	

### Once in post, the post holder will:

- continue to maintain and demonstrate high standards.
- demonstrate a commitment to develop themselves professionally.
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school in the community and always upholding a 'Commitment to Excellence'.
- be flexible to adapt to change.