

## Caretaker - Grade 7

### Job purpose

The role supports the Premises Management function in school, which ensures that the caretaking requirements of the school are met in full, including the routine tasks of opening and preparing the school ready for daily use, minor repairs and maintenance work, lettings, cleaning, and security.

You will use your skills and expertise in caretaking to contribute to the effective running of the school. This will include, ensuring the school site and its buildings are operating efficiently and safely on a day to day basis. Be responsible for opening school buildings keeping them secure and safe for staff, pupils and visitors as well as making sure the building is locked and secure at the end of the day, maintenance, security and cleaning of the site and buildings, reporting any major defects and issues to the appropriate manager.

You will have a high regard for providing quality caretaking services and play an important and practical part in keeping the school buildings running smoothly. Highly organised in your approach and be able to respond to any queries and customer's requirements professionally, efficiently and sensitively.

### Key areas of responsibility and expectations

- Expected to carry out your duties under the guidance and supervision of your line manager/Senior Caretaker, and in line with the school's policies, procedures, relevant legislation and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values, to ensure that the school site and buildings are of the highest standards to visit, work and learn in.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by the Head Teacher.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.
- Appropriate PPE (Personal Protection Equipment) and relevant training will be provided to enable you to carry out your duties safely (i.e., Control of Substances Hazardous to Health (COSHH), Fire Safety, Manual Handling, Dealing with Bodily Fluids, etc).

### Access and Security

- Building alarms are operated in accordance with the manufacturer's instructions, at agreed times.

- Buildings are opened and secured to admit staff, visitors, and contractors in accordance with agreed routine and non-routine times.
- Premises are systematically checked at lock-up time to ensure complete evacuation / unauthorised occupation to minimise unnecessary call- outs and / or false security alerts.
- Emergency callouts are attended to within agreed timescales and appropriate action taken to preserve the integrity of the building's security as best as possible.

### Housekeeping

- Premises are routinely inspected to ensure that they are safe for all building users and to prevent loss or damage to buildings and property.
- Identify any problem areas or issues and provide appropriate solutions in line with the building's operating procedure.
- Contribute to the maintenance of a safe working environment for oneself, colleagues, occupants, and visitors.
- All assigned premises are always kept in a clean and hygienic state.
- Routine & non-routine cleaning tasks are carried out safely and appropriately.
- Active participation on energy and environmental matters towards sustainability.

### Repairs and Maintenance

- Minor repairs are carried out with due regard to safe working practices using appropriate tools and/or equipment.
- The state/condition of building fabrics, fittings and facilities are monitored and maintained to preserve the building's physical integrity and suitability for occupants.
- Monitor maintenance and repairs carried out on site.
- Monitor contractors visiting site and ensuring that they are working to policies and procedures and current legislation including HASAW and COSHH regulations and check all contractor paperwork.
- Maintain external grounds, pathways and steps and winter maintenance activities, when required.
- Carries out specialist cleaning and monitors the cleaning standards and the day to day coordination of the cleaning staff within school, this may include the signing of timesheets. Identify any training needs within the team and support any training.

### Building and Contents

- Responsible for keeping a check on materials, equipment, and consumables are ordered in a timely manner and stored safely free from damage.
- Building Systems are operated in accordance with manufacturer's instructions and / or training and they are maintained and to the required standards.
- Carry out routine specified procedures, inspections and compliance checks in relation to heating, electricity and water, etc.
- Ensure that Health and safety and fire safety principles are adhered to and are integral to all working practices, including safe storage of materials.
- Monitor of all relevant Health and Safety Standards aspects within the building as may apply under Health and Safety legislation and complete monthly, quarterly and annual audits.

## 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 line manager/management.
- Carry out routine testing of water from taps on legionella risk and report any problems to line manager.
- Provide safe access to the school in cold weather conditions by clearing a path to the school entrance and to the school kitchen for deliveries.
- Monitor contractors visiting site and ensuring that they are working to policies and procedures and current legislation including Health & Safety at Work (HASAW), COSHH and PAMP regulations.

## Occupation and Lettings

- Available to answer emergencies outside of regular working hours and pre-planned lettings.
- Assist with the moving of furniture in line with appropriate Manual Handling training.
- Room layouts are rearranged to suit change of use as required from time to time.

## Administration

- Ensure appropriate and accurate records are kept, maintained, and preserved for inspection in line with legislation, school policies and procedures e.g., fire logs and Health and safety checks.
- Identify and collate defects and repairs that require attention and report to the line manager/appropriate manager.
- Work positively with other staff, parents and visitors to the school premises.

## Employee Specification

**To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.**

<b>Knowledge, qualifications, skills and experience</b>	<b>Shortlisting criteria</b>
Previous experience of caretaking, or a role which includes similar duties.	Essential
Practical DIY skills and ability to carry out basic repairs/maintenance.	Essential
Understands Health and Safety at Work and COSHH and knowledge of health and safety working practices.	Essential
Numeracy and literacy skills in order to follow operational procedures, complete documentation and keep accurate records.	Essential
Experience of supervising staff.	Essential
Commitment to ongoing training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
The physical nature of this role requires you to be fit and capable of manual handling. Following an offer of appointment, you will be required to undertake a standard medical screening and any other medical screening as determined by the Occupational health Unit appropriate to occupational risks.	Essential

**The following criteria's may involve written exercises, group discussions, presentations, interview, practical tasks, etc., will be tested after the initial shortlisting and during the recruitment process.**

1.	Ability to safely carry out basic maintenance tasks.
2.	Ability to complete paperwork, keep accurate records and follow operational instructions.
3.	Ability to work independently and prioritise work.
4.	Understanding of caretaking and cleaning practices and procedures.
5.	Ability to supervise staff, including the allocation of work and monitoring standards.
6.	Ability to use IT and other school resources to accurately complete and record information.
7.	Ability to communicate and engage professionally with pupils, parents, staff and visitors.

## General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.

### For Office Use Only:

Job Category	SCHOOLS (Maintained)	Grading ID	40840
		Last Updated	June 2024

### Contractual Variants

DBS Category	Children's Workforce	DBS Type	Enhanced + Child Barred list
Health Check	Yes	Standby	
Checked by HR	Yes		