



Post Details	February 2021
Department:	
Job Title:	Caretaker
Reporting to:	School Business Manager
Salary	S3 – FTE £17,663 - £18,607 (Pro rata £6,331.41 - £6,669.79)
Contract Type:	This is a one-year fixed term contract (with a view to extend the post). The post holder will be expected to work 15 hours per week term time only plus 3 weeks (42 weeks).

**Job Purpose Statement:**

To provide a caretaking service to maintain the internal building (including maintenance and repairs), minimise risks to the health and safety of those using the school site and to limit the possibility of damage to the school premises and loss of property through theft outside normal school hours.

**Key Responsibilities:**

- Keep the site clean and tidy to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.
- Contribute to Maintaining the internal site in a good state of repair and maintaining heating and lighting, to minimise risks to health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited for learning.
- Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents and provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.
- Maintain monitoring procedures to ensure that the school site is kept in a good state of repair, clean, safe, and stocked with all necessary cleaning and maintenance supplies.
- To undertake a range of daily, weekly, monthly, termly and annual checks to comply with all H&S regulations e.g., Legionella, Fire alarm tests, Emergency lighting tests, etc

**Other Duties:**

- Develop an understanding of the School's policies and procedures, complying with their contents and raising concerns in a timely manner.
- Actively participating in the Performance Management processes within the School.
- Identify personal training needs and participate in training and performance development whenever required e.g. manual handling, working at height, asbestos training etc.
- To undertake any other duties appropriate to the grade of the post.
- Cover elements of the morning caretaker if required to cover sickness/absence or where a job requires two persons

There is some flexibility available on how the hours are worked over the week, although we are anticipating the hours to be worked from 1.30pm to 4.30pm for 4 days a week and 11am to 2pm for one day a week (Monday to Friday).

The post holder will be expected to work autonomously and on their own initiative in undertaking their day to day tasks and with a high level of accuracy and efficiency.

The post holder will be required to liaise, communicate and build effective relationships with other staff. The post holder will have day to day contact with children and parents, and from time to time with suppliers, and is required to be an effective ambassador for the School.

The school wishes to continually improve its procedures and is seeking a candidate who will contribute to this process and is not afraid to make suggestions and implement changes in conjunction with the Business Manager.

This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted, and the changes reflected in a revised job purpose.

**Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

<b>Qualifications and Professional Memberships</b>	<b>Essential/ Desirable</b>
Basic numeracy and literacy	E
Able to work towards Vocational Qualifications Level 1 or equivalent experience in relevant field	D
Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity	E
Certified in manual handling, working at height, asbestos, legionella	D
<b>EXPERIENCE</b>	
Experience of working with contractors	D
Experience of working in a school environment	D
Experience of working as part of a team.	D
<b>Ability, Skills and Competence</b>	
Evidence of a good range of practical skills.	E
Ability to operate basic equipment	E
Accuracy and ability to follow instructions	E
Able to exchange basic information verbally or in writing	E
Ability to undertake manual handling and physically demanding work	E
Ability to work both independently and as part of a team	E
Ability to undertake manual handling and physically demanding work	E

## Organisational Information

### All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students.

Help maintain a safe working environment by:

- o Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- o Following local codes of safe working practices and the School's Health and Safety Policy.
- o Attend in-house Safeguarding training and read all statutory policies applicable to the role

To undertake duties as specified by the Business Manager, Admin Team or Headteacher not mentioned in the above.

To comply with any reasonable request from the senior leadership team.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment — this will depend upon the nature of the offense(s) and when they were recorded.