



Job Title: Caretaker

Grade: Grade 4 (Spinal Points 5-6)

Reports to: Head of Estates & Facilities for the Multi Academy Trust (MAT)

Accountable to: School Principal

Staff Managed (if any): None

Job Purpose and Context

The Caretaker will work with the Head of Estates & Facilities for the MAT, as part of a site team to make sure the school site is safe, secure and ready for use by pupils, staff and other school users.

The main responsibilities will usually include:

- Cleaning, including cleaning at height
- Emergency repairs
- Site safety and security
- Porterage, which may include heavy lifting
- And monitoring the use of the school site by other people.

The amount of time spent on any of the duties above can vary and will depend on the time of year and whether or not the school is in use.

Roles and Responsibilities

1. To remove loose dust and debris from floors, surfaces, plant and equipment by hand and/or using machines provided.
2. To clean floors, potentially of a wide variety of different surface materials, by hand and/or machine and using a variety of cleaning products and chemicals.
3. To clean furniture, fittings, soft furnishings and equipment.
4. To clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas.
5. To clean and remove body fluids using safe handling procedures.
6. To refill and replace relevant consumables, for example, toilet tissue, hand towels, and so forth.
7. To clean vertical surfaces, including walls, doors, and partitions, which may include cleaning glass and working off steps and/or stepladders.
8. To remove rubbish and waste. This may include:
 - Removal of waste that requires safe handling procedures
 - Waste separation to comply with re-use and re-cycling processes
 - Removing waste classified as unsanitary, hazardous and/or dangerous.
9. To use the relevant procedures of the school to record work undertaken.
10. To note breakages, repairs, or maintenance required and inform the relevant supervisor.

11. To operate a variety of machines and equipment, reporting faults to the relevant supervisor where relevant.
12. To carry out emergency repairs and maintenance.
13. To carry out minor repairs and maintenance on the school site.
14. Porterage. To move furniture, equipment, plant, supplies and stores – in accordance with current health and safety standards.
15. To receive goods delivered (of a wide variety of types) and ensure that these are moved and stored in accordance with the procedures of the school.
16. To assist with safety, security and appropriate energy conservation within the school and arrange for access, including emergency access (where relevant).
17. To assist with monitoring people on the school premises.
18. To work, support and cooperate with others to make sure the responsibilities of the post are undertaken.
19. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment and to report health, safety and security concerns to the relevant supervisor.
20. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school and MAT and proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
21. To complete school based induction and any subsequent training required to improve performance.

Additional duties

22. Comply with the MAT Code of Conduct, and all policies and procedures of the MAT and the school, and to report any concerns to the appropriate person.
23. Engage in relevant continuous professional development opportunities and performance management/review arrangements.

Notes:

1. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the MAT, following appropriate consultation.
2. It might be a requirement of the post that Senior Management requests that the postholder undertakes first aid training and the postholder's name be added to the school list of those with such training. The expectation would be that where such training has been provided the postholder could be called upon to provide such first aid to students; colleagues or visitors to the school.
3. It might be a requirement of the post that Senior Management requests that the postholder undertakes Fire Marshall duties and the postholder's name be added to the school list of those that undertake such duties. The expectation would be that the postholder could be called upon to undertake such duties during an alarm activation.



Caretaker Person Specification

Skills and Abilities	Essential	Desirable	Assessed By
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to work independently and support the work of the team	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults	√		Application & interview
Ability and willingness to carry out the instructions of supervisors and managers	√		Interview
Displays commitment to the protection and safeguarding of children and young people	√		Application & interview
Knowledge			
An understanding of basic health, safety and security issues in schools	√		Interview
An understanding of the various cleaning methods and techniques		√	Application & interview
An understanding of basic cleaning chemicals and products and their appropriate use in accordance with the COSHH regulations		√	Application & interview
The know-how to assess and carry out minor repairs and maintenance	√		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	√		Application & interview
Qualifications and Experience			
Willingness to successfully complete the range of training relevant to the job	√		Interview
GCSE at level A – C in English and mathematics or equivalent		√	Application
GCSE CDT at level A-C		√	Application
Six month's work experience, on a voluntary or paid basis		√	Application