



Job Description

Job Title Caretaker

Grade Grade 4 (Spinal Points 5-6)

Hours 36 hours, 52 weeks a year

(The role's standard working hours are 10:30am –18:30pm in term time; however, flexibility is required as occasional work outside these hours may be necessary.)

Reports To: Senior School Caretaker / School Leader

Job Purpose And Content

We are looking for a smart, conscientious and competent caretaker to join our school site team. To ensure the school premises, grounds, and facilities are maintained to a high standard, providing a safe, clean, secure, and welcoming environment for pupils, staff, and visitors.

The role would suit someone who has:

- Experience, qualifications or knowledge of health and safety at work
- A warm, professional manner
- The ability to follow instructions and adhere to statutory guidance
- Good written and spoken communication skills
- Good computer skills or is willing to learn
- A range of practical skills and some specialist trade knowledge
- A desire to work in a Primary school
- Flexibility and the taking pride in a job well done

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.

Responsibilities And Role

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.

Key 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. Fire Marshall duties. The expectation would be that the postholder could be called upon to undertake such duties during an alarm activation.
12. To operate a variety of machines and equipment, reporting faults to the relevant supervisor where relevant.
13. To carry out emergency repairs and maintenance.
14. To carry out minor repairs and maintenance on the school site.
15. Portering. To move furniture, equipment, plant, supplies and stores – in accordance with current health and safety standards.
16. 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.
17. To assist with safety, security and appropriate energy conservation within the school and arrange for access, including emergency access (where relevant).
18. To assist with monitoring people on the school premises.
19. To work, support and cooperate with others to make sure the responsibilities of the post are undertaken.
20. 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.
21. 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.
22. To complete school based induction and any subsequent training required to improve performance.

General

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. Duties may vary from time to time without changing the character of the post or the level of responsibility.

Special notes or conditions

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The post-holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

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.
2. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation
3. 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.
4. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation with the postholder.

Additional duties

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

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 wider schools 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	✓		Application & interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Basic skills in plumbing, painting, decorating, carpentry, or general DIY.	✓		Application & interview
Ability to carry out manual handling tasks safely.	✓		Application & interview
Knowledge			
An understanding of basic health, safety and security issues in schools		✓	Application & interview
An understanding of the various cleaning methods and techniques	✓		Application & interview
Understanding of health & safety practices (COSHH, manual handling, risk assessments).		✓	Application & interview
To be able to use computers and software	✓		Application & interview
Qualifications and Experience			
Experience in a maintenance, caretaking, or facilities role.		✓	Application & interview
Knowledge of statutory compliance checks (fire safety, Legionella, PAT testing)		✓	Application & interview
Willingness and motivation to participate in any training or development required to improve skills/performance	✓		Application & interview
Full UK driving licence	✓		Application & interview