Job Profile
Caretaker

Job purpose:	To provide maintenance and security on all sites of the Wings' CE Trust as directed and undertake and oversee cleaning of classrooms and allocated areas as required		
Reporting to:	Senior site staff / CFO		
Responsible for - Staff			
Liaising with:	Senior site staff, CFO, admin staff, outside contractors		
Grade of post:	G4	**Gauge ref:**	A23302
Disclosure level:	Enhanced		

Job Outline

- To maintain the security of the school premises by securing entrances (locking/unlocking), exits and designated areas, reporting potential security breaches to the relevant person.
- To operate fire safety equipment, carry out fire drill and respond to alarm systems where appropriate and to conduct regular routine health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing.
- To be the designated key holder on occasions providing access and attend to emergency call outs outside of normal school hours.
- To carry out minor repairs not requiring a contractor and undertake decorating and improvement work as directed by senior staff
- To arranging emergency repairs with external contractors and/or LA as required.
- To operate the heating plant, cooling and lighting systems reporting any faults to the relevant person.
- To undertake emergency/specialist activities/cleaning e.g. gritting, spillages, graffiti removal and litter picking.
- To organise and participate in the movement of furniture throughout the building and provide a porterage service around the school.
- To monitor and manage stock/goods including receipt, distribution, collection and despatch.
- To collect and assemble waste for collection.
- To undertake cleaning duties within allocated areas in line with specified standards.
- To provide basic training to other site staff on the operation/use of domestic and/or industrial cleaning equipment and materials (COSHH).
- To check all designated areas for cleaning to make sure the required standards are met.
- To undertake record keeping as required and prepare cleaning rotas for regular and specialist cleaning.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Other Specific Duties
To carry out the duties in the most effective, efficient and economic manner available. To continue personal development in the relevant area. To participate in the staff review and development appraisal process. **Health and Safety Training** To undertake Health and Safety Training on areas within your remit.

Person Specification / Selection Criteria
Premises
Level 4

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of maintaining buildings to a required standard	E		A, I
Handy person or DIY experience		D	A, I, R
Experience of supervising staff		D	A, I
Experience of cleaning building interiors	E		A, I
Previous experience of caretaking/grounds maintenance in a school or similar environment	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 2 relevant discipline (Caretaking, Cleaning,) or willingness to undertake	E		A
Basic Health & Safety Certificate		D	
Willingness to undertake relevant training e.g. COSHH, health and safety at work	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of COSHH requirements	E		A, I
Knowledge of health and safety at work regulations for example moving and handling		D	A, I
Willingness to undertake further relevant training as required	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use/operate a range of equipment relevant to the post	E		A, I
Ability to complete routine paperwork and keep accurate records	E		I
Ability to undertake basic DIY tasks	E		A, I
Ability to supervise staff		D	A, I
Ability to use initiative to respond to routine problems	E		A, I
Ability to prioritise own tasks and those of others	E		A, I
Ability to recognise the importance of ensuring a secure and safe environment	E		A, I
Ability to take direction to complete a range of maintenance/cleaning tasks	E		A, I
Ability to respond to routine maintenance problems	E		I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I