



Caretaker

Job Description

Role Title:	Caretaker		
Job purpose:	To undertake general maintenance and gardening and security duties as directed on school premises and sites. To ensure the school is clean, welcoming, a safe and secure environment for all staff, students and visitors to school		
Reporting to:	Premises Manager, Finance and H&S Manager, HR Facilities & Communication Manager, Headteacher		
Responsible for - Staff	None		
Liaising with:	Headteacher, senior site staff, all other school staff, external contractors		
Grade of post/Salary:	G3	Gauge ref:	
Status:	Permanent		
Working Time:	Full year, 37 hours per week, Monday to Friday, working shift patterns on a rota basis, hours between 6.00 am and 10.00 pm. Occasional overtime as required to support during school events		
Disclosure level:	All offers of employment are conditional subject to an enhanced disclosure with child barred list, medical, relevant qualification certificates and references satisfactory to the school. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.		
Date:	November 2021		

Job Outline

- To maintain the security of the school premises at all times by securing entrances (locking/unlocking), exits and areas, including MUGA (Multi Use Games Area), all buildings and grounds reporting potential security breaches.
- Setting up of MUGA in readiness for lettings, and clearing away at end of sessions.
- Ensuring that changing facilities and toilets in Sports Hall are left in good condition.
- To co-ordinate and participate in arrangements for areas used for school functions which may include, but is not limited to, Parents Evenings, Assemblies, Examinations, Governors meetings, PTA events, concerts and Curriculum Information Evenings.
- To assist in ensuring that the legal provisions relating to Health and Safety at Work are properly adhered to, including the safe storage of any flammable/toxic substances on site (excluding workshops/laboratories).
- Liaise with external contractors as required
- To assist in the oversight for all fire precaution arrangements and equipment.
- Assisting the Senior Management Team in maintaining good and orderly conduct throughout the school.
- Attendance at lettings and other school events as required by the Headteacher.
- To assist with the creation and promotion of an image which accords with the school's aims.
- To be responsible for the general tidiness of the school/school site, including litter

control/picking and disposal. Clearing snow and ice for a pedestrian access to the buildings. The removal of graffiti where this does not require the services of a specialist contractor. To undertake cleaning duties including graffiti removal, litter picking, collection and assembly of waste for collection.

- Cleaning lampshades/diffusers and, where these are not on contract, cleaning interior glass walls and surfaces.
- Removing debris and leaves from traps, downspouts, waste pipes etc., and ensuring that the drains and manholes are clean and working.
- Assisting the Senior Management Team in maintaining good and orderly conduct throughout the school.
- Convey waste produce from the cleaners' central collection point to the waste disposal area. Keep waste disposal clean and tidy, ensuring there is sufficient number of bins; put out and bring in bins in conjunction with waste collection days, as necessary.
- Ensure that waste pipes to all lavatory basins and sinks are cleared and clean, and there is regular maintenance of grease traps. In frosty weather drawing all water from pipes leading to and from all outside latrines and w.c. cisterns.
- Ensuring there is sufficient stock of materials for fuel, lighting, spot and emergency cleaning, and washroom services. Reporting to Premises Officer when stocks are low.
- To ensure that regular checks of buildings and grounds are undertaken and advice given regarding necessary maintenance and repairs, including matters relating to security.
- To carry out minor/simple repairs not requiring a contractor e.g. changing light bulbs, unblocking drains, basic plumbing.
- To assist with regular routine health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing.
- To undertake gardening duties within the school site as required/directed and contribute to the development of a gardening maintenance procedure.
- To operate the heating plant, cooling and lighting systems.
- Monitoring and operating efficient heating, lighting and drainage of the site, which includes checking and promotion of best practice in energy conservation in the use of heating, lighting, water etc. throughout the school, operating the central heating plant and reporting of any required repairs/maintenance to the Premises Officer.
- Monitoring and report on the cleaning, grounds and buildings maintenance contracts to ensure compliance with specification and report concerns to appropriate officers.
- To provide a janitorial service as and when required.
- As a principal 'keyholder' to respond to emergency 'callouts' in the event of fire damage, burglary, floods etc. in accordance with agreed procedures.
- To ensure lights and other equipment are turned off as appropriate
- To undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
- To be the main key holder on occasions and attend to call outs outside of normal working hours.
- To provide access to the school site out of school hours as requested.
- To provide a porterage service around the school and assist with receipt, distribution, collection and despatch of goods.
- To undertake basic record keeping as directed.
- To refill and replace consumables for example soap, towels and toilet rolls.
- To ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the appropriate person.
- To drive the school minibus/other vehicle either during or outside of normal school hours if required.
- 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

Health and Safety

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily 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

To have due regard and comply with all school policies

To undertake training as required

To participate in personal and team reviews/meetings

To participate in annual appraisal and implement agreed targets

Develop good working relations with other colleagues and students

To contribute to the overall ethos/work/aims of the school

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

Health and Safety Training

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification / Selection Criteria Caretaker

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of maintaining buildings/grounds and/or gardens to a required standard	E		A, I
Previous experience of caretaking/grounds maintenance in a school or similar environment		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 1 in relevant discipline (Caretaking, Cleaning,) or willingness to work towards it	E		A
Willingness to undertake further relevant training for examples NVQ level 2, 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		D	A, I
Knowledge of health and safety at work regulations for example moving and handling	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 a range of equipment relevant to the post	E		A, I
Ability to complete basic paperwork	E		I
Ability to undertake basic DIY as directed	E		A, I

	Essential	Desirable	Source
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 tasks	E		A, I
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities	E		A, I
Ability to support and motivate other team members		D	A, I
Very good communication skills to deal with both children and adults	E		I
Ability to constantly improve own practice/knowledge through self-evaluation and learning from others	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to organise self and others	E		A, I
Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake further training to suit the needs of the role	E		A, I
Flexibility working outside of normal school hours will be required	E		A, I
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork	E		A, I
The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I

E. Legal Issues

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