



Job Description

Post title:	Caretaker
Post number:	
Job purpose:	The Postholder will ensure that the School is properly cleaned, maintained and secured to an acceptable standard. The environment in School and in the School grounds is an important part of the School's image. The post holder plays a key part in making the establishment a safe and pleasant place to be in for children, parents and staff.
Reporting to:	Finance Director (Day to Day Supervision)
Responsible for:	Caretaking duties including security, carrying out basic repairs and litter picking external grounds.
Liaising with:	Headteacher and School based staff, on site contractors and visitors to the School.
Hours of work:	As determined to meet the needs of the service.
Grade of post:	Grade 3
Current base:	Learning Together Trust
Car designation:	N/A
Disclosure level:	Enhanced

Main / Core Duties

Operational / Strategic Planning:	
Service provision:	<p>Responsible for opening and closing the building as required and for ensuring that it is secure and all alarm systems are used properly.</p> <p>To carry out cleaning duties within School buildings on a day to day basis.</p> <p>Carrying out regular inspections of the School premises and taking premises appropriate action i.e. :</p> <p>(a) Report any problems with contractors to the Finance Director.</p> <p>(b) Report any need for repair or maintenance work to the Finance Director.</p>

	<p>(c) Carry out any basic repairs not requiring a contractor.</p> <p>(d) Carry out any emergency cleaning as needed.</p> <p>(e) Ensure efficient use of heating and lighting.</p> <p>(f) Report to the Finance Director any safety hazards and unsafe practices discovered around the School building.</p> <p>Carry out portage duties within the School including rubbish removal and ensure bin-store is kept clean and tidy.</p> <p>Ensure that adequate supplies of domestic consumables are in all cloakrooms and toilets</p> <p>Take reasonable action to keep all drains, downspouts, waste pipes etc. clean and clear of minor blockages that are clearly visible.</p> <p>Carry out "Deep Cleaning" as necessary.</p> <p>Remove graffiti where possible.</p> <p>Maintain supplies of cleaning materials etc.</p> <p>Make sure cleaning and associated equipment is working and is properly maintained.</p> <p>Responding to emergency callouts if available.</p> <p>Keep the School buildings and entrance areas, playground areas and any other areas agreed between Finance Director and Headteacher, free from rubbish.</p> <p>While contractors are on site for a prolonged period of time the Caretaker will liaise daily with them and alert and discuss any issues with the Finance Director when appropriate.</p> <p>Undertake other duties, consistent with the post and job objectives as may be required from time to time by the Finance Director.</p>
Service development:	
Staffing Staff development: Recruitment / deployment of staff:	
Quality assurance:	<p>Ensure compliance with the Quality Assurance standard of the Sector.</p> <p>Ensure work is completed in specified timescales.</p> <p>To understand and implement the high standards.</p>
Management information	Inform the Finance Director of requests for leave which must

and administration:	be out of term time. Submit requisitions for cleaning materials
Communications:	Assist with and maintain effective communications with all contacts
Marketing and liaison:	Positively promote the image of the organisation. To promote a welcoming and friendly environment for service users
Management of resources: - other than people	To utilise departmental resources in the most effective and efficient manner. Ensure that proper stock levels are maintained.
Corporate responsibility:	Ensure compliance with corporate policies and procedures including but not limited to Equal Opportunities. To work at all time in a manner that will ensure their own personal safety and that of others, including reporting of identified hazards.

Other Specific Duties	
<p>To carry out the duties in the most effective, efficient and economic manner available.</p> <p>To continue personal development in the relevant area.</p> <p>To participate in the staff review and development appraisal process.</p> <p>Co-operate with other team members and colleagues in order to develop and maintain effective working relationships.</p> <p>To provide at all times a welcoming environment to visitors.</p> <p>Safety Training –</p> <p>Mandatory Safety Training.</p> <p>Handling and Lifting Awareness.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Person Specification / Selection Criteria

Post title:	Caretaker/Site Manager/Assistant Caretaker
Post number:	

A. Experience

	Essential	Desirable	Source
Previous cleaning experience		D	A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous Supervisory Experience		D	
Previous experience of carrying out basic repairs not requiring a contractor		D	

B. Training and Qualifications

	Essential	Desirable	Source
NVQ in Building & Cleaning Interiors Level 1 and or 2 or evidence of the equivalent QCF credit value		D	
Handling & Lifting Awareness		D	

C. Knowledge and Understanding

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

	Essential	Desirable	Source
Customer Care		D	
Basic Health & Safety Issues		D	

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
Work well within part of a team environment	E		
Written and Oral Communication	E		
Work Without Supervision	E		
co-operative with Colleagues	E		
Helping Others	E		

E. Physical Requirements

Where the applicant / postholder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.

	Essential	Desirable	Source
Clean and tidy appearance	E		
Personal cleanliness	E		
Able to stand for long periods	E		
Polite and friendly manner	E		
Listening skills	E		
Manipulate light utensils and heavy equipment	E		