



Job Description and Job Specification

Post Title:	Nursery School Caretaker
Job Purpose:	The post holder will ensure that the School is properly cleaned, maintained and secured to an acceptable standard. The environment in school and the surrounding grounds are an important image of the School and the post holder must ensure that they are safe, clean and a pleasant place to be for children, parents, staff and visitors.
Reporting To:	School Business Manager and Headteacher
Responsible for – staff	Cleaner
Liaising With:	Headteacher, School Business Manager, staff, outside contractors
Hours of Work:	37 hours per week, Full Year Including evenings and weekend work.
Current Base:	Hindley Nursery School.
Disclosure Level:	Enhanced

Main (core) duties

Operational/Strategic Planning:	
Service Provision	<ul style="list-style-type: none"> ▪ To maintain the security of the school and premises by securing entrances (locking/unlocking), exits and designated areas, reporting potential security breaches to the School Business Manager / HT. ▪ To organise and assist the cleaner in all cleaning duties inside and outside the buildings on a day to day basis in line with specified standards. ▪ To check all designated areas for cleaning to make sure the required standards are met. ▪ To carry out routine maintenance and repairs not requiring a contractor and undertake decorating and improvement work as directed by senior staff, inside and outside as and when required. ▪ To undertake regular inspections and record keeping of the premises as required and take appropriate action i.e. <ul style="list-style-type: none"> - Report any problems with contractors to the HT / SBM. - Report any need for repair or maintenance to the HT / SBM. - Prepare and assist the cleaner to carry out any emergency/specialist cleaning as required. - Ensure efficient use of heating and lighting. - Report to the HT / SBM any safety hazards and unsafe practices discovered around the building. ▪ To organise and participate in the movement of furniture and deliveries throughout the building and provide a portorage service around the school ▪ Ensure that adequate supplies of domestic consumables are in all cloakrooms and toilets. ▪ Take reasonable action to keep all drains, downspouts, waste pipes etc. clean and clear of minor blockages that are clearly visible. ▪ Arrange and carry out 'deep cleaning' as necessary. ▪ To undertake emergency/specialist activities/cleaning eg gritting, spillages, graffiti removal and litter picking. ▪ To be the designated key holder on occasions providing access and attend to emergency call outs outside of normal hours. ▪ 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 eg. Fire alarms, legionnaire testing,
Staffing Staff development:	<ul style="list-style-type: none"> ▪ Participate in the staff review and development (Appraisal) process and advise management of training needs that

	<p>have been identified.</p> <ul style="list-style-type: none"> ▪ To provide basic training to other site staff on the operation/use of domestic and/or industrial cleaning equipment and materials (COSHH) ▪ Attend and participate in relevant meetings and inset training
Management information and administration:	<ul style="list-style-type: none"> • To arrange emergency repairs with external contractors and/or LA as required. • To arrange annual servicing with contractors

Marketing and Liaison:	<ul style="list-style-type: none"> ▪ Positively promote the image of the organisation. ▪ To promote a welcoming and friendly environment.
Management of Resources: (Other than people)	<ul style="list-style-type: none"> ▪ To monitor and manage stock/goods including receipt, distribution, collection and despatch ▪ Order and maintain stock levels and supplies of cleaning equipment. ▪ Make sure cleaning and associated equipment is working and is properly maintained.
Corporate responsibility:	<ul style="list-style-type: none"> ▪ To actively promote and fulfil all corporate obligations. ▪ To work at all times in a manner that will ensure their own personal safety and that of others, including reporting of identified hazards. ▪ 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.

Participate fully in the School performance management review process and continue personal and professional development as identified.

Special Conditions of Service

* Where the post holder has a disability, every effort will be made to make reasonable adjustments to enable them to carry out the duties of the job.

Health and Safety Training

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

Undertake other duties, consistent with the post and job objectives as may be required from time to time by the Headteacher / School Business Manager.

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.

All annual leave to be taken during school holiday periods.

You will be required to work flexibly, and your contracted hours include evening and weekend work.

Date: August 2018



Post Title:	Nursery School Caretaker
Post No:	

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task Observation P = Presentation
Experience of maintaining buildings to a required standard	✓		A I
Previous experience of caretaking/grounds maintenance in a school or similar environment	✓		A I R
Experience of working in a school environment		✓	A I
Good basic level of verbal communication skills		✓	A I R
Experience of using alarm systems / security	✓		A I R
Experience of supervising staff		✓	A I
Experience of cleaning building interiors	✓		A I
Handy person or DIY experience		✓	A I R

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 2 relevant discipline (Caretaking, Cleaning) or willingness to undertake	✓		A
Basic Health and Safety Certificate		✓	A
Willingness to undertake relevant training eg COSHH, health and safety at work	✓		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
Knowledge of Health and safety at Work regulations eg, moving and handling, ladders	✓		A I
Ability to develop effective working relationships including those with other professionals and contractors		✓	A I
Basic repair / maintenance skills	✓		A I
Understanding of COSHH	✓		A I
Ability to self manage, plan and prioritise workload	✓		A I
Willingness to undertake further relevant training as required	✓		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	✓		A I
Ability to complete routine paperwork and keep accurate records	✓		I
Ability to undertake basic DIY tasks	✓		A I
Ability to supervise staff		✓	A I
Ability to use initiative to respond to routine problems	✓		A I
Work without supervision, as well as part of a team, understanding school/nursery/centre roles and responsibilities and your own position within these	✓		A I R
Ability to recognise the importance of ensuring a secure and safe environment	✓		A I
Ability to take direction to complete a range of maintenance/cleaning tasks	✓		A I
Co-operative with colleagues	✓		A I R
Demonstrate planning and organisational skills with regards to prioritising own workloads and those of others	✓		A I
Ability to respond to routine maintenance problems	✓		I
Ability to communicate effectively and confidentially with staff and contractors	✓		A I

E. Physical Requirements

Where the applicant/post holder 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
Ability to carry out minor repairs	✓		
Ability to carry equipment, deliveries	✓		
Ability to use ladders and cleaning equipment	✓		
Polite and friendly manner	✓		

F. Legal Issues

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

August 2018