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| **Directorate:** | Children’s Services | **Section:** | St. Philip’s C.E. Primary |

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| **Job Title:** | Caretaker |
| **Grade:** | Grade 1C point 14 |
| **Hours of Duty:** | 36 hours per week (Split Shift) Monday – Thursday 7.00 a.m. – 11.00 a.m. & 2.30 p.m. – 6.00 p.m. Friday 7.00 a.m. – 11.00 a.m. & 2.30 p.m. – 5.30 p.m. |
| **Primary purpose of the job:** | To ensure the cleanliness, security and routine of the school. To be prepared to work flexibly and to cover the role of the site manager when she is on holiday or absent. |
| **Main Duties and Responsibilities/Accountabilities:** | |
| * To act as secondary key holder and respond to call outs as necessary * Open and close school building daily * To ensure school building and Grounds are clean, tidy and free from rubbish * Caretakers room to be kept clean and tidy * To ensure that external areas within the school boundary are kept clean and free from rubbish   To ensure safe disposal of rubbish and waste materials   * Make sure the gates are opened and locked at appropriate times * To maintain Fire Alarm making weekly checks and carry out a termly fire drill * Check that paper towels/soap/toilet rolls are replenished daily   All toilets to be checked frequently and cleaned as necessary   * Portering duties * To provide access to the building in the event of snow/ice/minor flooding * Ensure that rock salt is used in adverse weather conditions * Carry out minor repairs * Changing of light bulbs, fuses, plugs, batteries, tap washers. * Ensure that clocks are accurate and batteries are replaced when necessary * Deliver milk and fruit to classrooms daily * To undertake all duties in a courteous and professional manner * To undertake additional duties as are reasonably commensurate with the level of the post * To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy.   **The post holder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.** | |
| **Review Arrangements**  The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time. | |

Date Job Description prepared/revised: 7th February 2019

Prepared/Revised by: School Business Manager

Agreed job description signed by post holder:

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| **Salford City Council Person Specification** |

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| **Job Title** | **Grade** | **Directorate** | **Location** |
| Caretaker | Grade 1C point 14 | Children’s Services  The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. | St. Philip’s C.E. Primary School  Barrow Street  Salford, M3 5LF |

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| **Note to applicants** | | |
| **Whilst all criterions below are important, those under the Essential heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.** | | |
| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc** | \*M.O.A. |
| 1. | Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people. | A I |
| 2. | Displays commitment to the protection and safeguarding of children and young people | A I |
| 3. | Ability to undertake minor alterations and repairs within the site | A I |
| 4. | Knowledge of and experience of cleaning, especially floors | A I |
| 5. | To act as secondary key holder for the site | A I |
| 6. | Experience of keeping records e.g. cleaning materials, maintenance schedules, Health & Safety records. | A I |
| 7 | Ability to liaise with contractors, agencies etc | A I |
| 8. | Knowledge about the security of premises. | A I |
| 9. | Basic knowledge of heating, plumbing, electrical systems, alarm systems | A I |
| 10. | A basic understanding of Health & Safety issues relating to schools | A I |
| 11. | Conscientious with the ability to work on own initiative, unsupervised and in a pro-active manner along with the ability to work as a member of a team. | A I |
| 12. | Effective communication skills and willingness to work in a flexible manner to meet the needs of the site. | A I |
| 13. | Ability to manage and supervise cleaning staff in the absence of the Site Officer | A I |
| 14. | Ability to work flexibly to meet the needs of the school, including some evening/weekend work when required. | A I |
| 15. | Willingness to work co-operatively with the Site Manager in relation to working hours, working patterns and work responsibilities. | A I |

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| **Desirable criteria** | **Necessary requirements – Skills, knowledge, experience etc** | | | | **\*M.O.A.** | |
| 1. | Willingness to undertake training | | | | A I | |
| 2. | Experience in the use of cleaning machinery | | | | A I | |
| 3. | Experience of supervising staff | | | | A I | |
| 4. | Understanding of what is required to establish a professional working relationship with staff, parents and children. | | | | A I | |
| 5. | A full clean driving licence | | | | A I | |
| **Completed by** | | **Date** | **Approved by** | **Date** | |
| School Business Manager | | February 2019 |  |  | |

Method of Assessment (\*M.O.A.)

A – Application form, C – Certificate, E – Exercise, I – Interview, P – Presentation, T – Test, AC – Assessment Centre