

**JOB DESCRIPTION**

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| **School** | BARTON MOSS Primary School |
| **Job Title** | CARETAKER |
| **Grade** | Grade C4 |
| **Responsible to** |  Head Teacher / Trust Business Manager/ Site Manager |

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| **PRINCIPAL RESPONSIBILITIES**  |
| **Summary of Role**To carry out a full range of duties to provide high standards of cleanliness. General security and maintenance of the school premises. Work will be conducted under the general supervision of the Site Manager. **The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.** |

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| **1. Support for School**  |
| 1.1 | As a key holder, be responsible for the security of the school premises.  |
| 1.2 | Be responsible for locking and unlocking school premises and setting security alarms as required. Responding to security alarm or other call outs in accordance with agreed procedures.  |
| 1.3 | Identify and report building, furniture or fitting deficiencies and undertake any remedial action where required. This may involve arranging emergency repairs and obtaining quotes from contractors.  |
| 1.4 | Undertake a range of handyperson duties (i.e. those not requiring a qualified craft person) as directed by the Site Manager or Headteacher, that contribute to the maintenance of the school premises. (E.g. remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps, cisterns, fitting shelves/noticeboards etc.)  |
| 1.5 | Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work.  |
| 1.6 | Monitor usage of fuel, electricity, and water and take meter readings.  |
| 1.7 | Monitor, order, and take delivery of goods and equipment, including cleaning materials, and arrange their safe storage and distribution as appropriate.  |
| 1.8 | Be responsible for the general tidiness and safety of outside areas including: * Keep drains clear of obstructions
* Ensure safe pedestrian access at all times including keeping paths and entryways clear of debris, leaves, moss, snow etc.
* Treat car park, paths, and playground with salt/grit when appropriate.
* Keep signage clean.
* Check for broken trees/overhangs that could pose a risk to safety.
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| 1.9 | Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available.  |
| 1.10 | Deal with blocked toilets and drains.  |
| 1.11 | Set out/put away furniture for school events/breakfast club etc. and undertake general porterage as required by the Headteacher.  |
| 1.12 | Make appropriate arrangements for the collection of school waste. |
| 1.13 | Regularly clean designated areas of the school building and grounds according to instruction.  |

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| **2. Health and Safety** |
| 2.1 | Comply with the requirements of Health and Safety at Work regulations |
| 2.2 | Take reasonable care for the Health and Safety of yourself and others, including adherence to ‘lone working’ guidelines.  |
| 2.3 | Cooperate with the school to ensure that Health and Safety responsibilities are carried out.  |
| 2.4 | Perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to Headteacher and Site Manager.  |

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| **3. Resources** |
| 3.1 | Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment will need to be used on a regular basis. Training will be required where necessary.  |
| 3.2 | Have an understanding of how to operate school alarm systems. Training will be arranged as necessary.  |

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| **4. Knowledge and Skills** |
| 4.1 | Willingness to undertake training, possibly offsite and to attend meetings required to satisfactorily carry out the duties.  |
| 4.2 | Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. |
| 4.3 | The post holder will be required to work without direct supervision following lone working guidelines as necessary.  |
| 4.4 | Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils. |

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| **4. Key Contacts and Relationships** |
| 4.1 | Daily contact with the Headteacher or other nominated staff. |
| 4.2 | Build positive relationships with staff, responding willingly to reasonable requests for assistance. |
| 4.3 | Be prepared to be flexible, on occasions to facilitate school events.  |

## Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.

**Developing Self and Others** - Ability to critically analyse self and others in order to access relevant training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. To support others’ learning and share learning with others.

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**PERSON SPECIFICATION**

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| **Department** | BARTON MOSS Primary school |
| **Job Title** | Caretaker |

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| **STAGE ONE** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |

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| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** |
|  | * Able to work on own initiative as well as a member of a team
* Adaptable and self-motivated
* Well organised
* Able to prioritise tasks
* Literate and numerate
* Articulate and communicative
* Outgoing pleasant manner
* Awareness of Health & Safety Issues
* Ability to carry out minor repairs to the fabric and fittings of the building
 | Application Form/InterviewApplication Form/InterviewApplication Form/InterviewApplication Form/InterviewApplication Form/InterviewApplication Form/InterviewApplication Form/InterviewApplication Form/InterviewApplication Form/Interview |

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| **2. Experience/Qualifications/Training etc.** |
| 2. | * Wide general maintenance experience
* Experience of working in a public environment
 | Application Form/InterviewApplication Form/Interview |

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| **3. Work Related Circumstances** |
|  | * Ability to cope with physical demands of the job e.g. lifting, carrying
* Able to work in a busy school environment and relate effectively with children and adults
 | Application Form/InterviewApplication Form/Interview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |

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| **ADDITIONAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** |
|  | * Relating to the Health and Safety at Work Act;
* Experience of implementing directives the Health & Safety at Work Act in a working environment;
* Evidence of practical application of journey/plumbing/building skills in a working environment;
* A flexible approach to maintenance and cleaning type tasks;
* Experience of caretaking or similar role in a school environment or other large organisation.
 | Application Form/InterviewApplication Form/InterviewApplication Form/InterviewApplication Form/InterviewApplication Form/Interview |
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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |

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