



# Job Description

Job Details	
<b>School Name</b>	St Thomas of Canterbury RCP
<b>Job Title</b>	Caretaker
<b>Grade</b>	Grade C
<b>Primary Purpose of Job</b>	To ensure that all school facilities are in excellent and safe condition with the highest possible standards of cleanliness for use by pupils, staff and visitors.
<b>Responsible to</b>	Site Manager / Business Manager / Head Teacher
<b>Responsible for</b>	Not Applicable
<b>Principal Responsibilities</b>	To carry out routine maintenance and basic repairs during the school day and monitor major works during school holidays. Be required to manage the work of contractors on site and monitor services provided externally, such as cleaning and grounds maintenance.

Main Duties	
1.	Opening and closing of the school building at times determined by the Governing Body, including ensuring that the fire and intruder alarm system are fully operational.
2.	Monitoring the standard of work of contractors who provide services to the school e.g. cleaning grounds maintenance and building maintenance contractors.
3.	In the case of emergency, take appropriate remedial action and contact emergency services if appropriate and the Site Manager or a senior member of staff.
4.	Cleaning duties including litter, spot and emergency cleaning which may be necessary to maintain hygienic standards.
5.	Ensuring sufficient stocks of essential janitorial materials and maintained e.g. soap, paper towels, toilet rolls, light bulbs etc.
6.	Convey waste produce and paper to the appropriate central refuse area as required and ensure collection as necessary.
7.	Porterage messenger duties both within and outside school premises.
8.	Movement of furniture and equipment around school.
9.	Ensuring that pupil and staff toilets are inspected at least daily to maintain high standards of cleanliness and service with an adequate supply of soap, towels and toilet rolls.
10.	Removal of debris and leaves from taps, downspouts, waste pipes etc. and ensuring that drains and manholes are clean and operational.
11.	Ensuring that waste pipes to all lavatory basins and sinks are cleared and clean.
12.	Monitoring the use of electricity, gas and water consumed and ensuring that any equipment connected to these services are left in a safe condition at the end of the school day and during holiday periods.



<b>Main Duties</b>	
<b>13.</b>	Ensuring the safe storage of any flammable/toxic substances on site other than those in laboratories or workshops.
<b>14.</b>	Checking fire equipment, test fire alarm sounders weekly and take part in any fire drill.
<b>15.</b>	Ensuring all statutory mandatory Health and Safety checks including legionella are conducted and completed as required i.e. weekly or monthly.
<b>16.</b>	Check all firefighting equipment in school is maintained in operational condition weekly.
<b>17.</b>	Clean all windows and glass surfaces which are not cleaned by contract window cleaners termly.
<b>18.</b>	Sweep and clear car park and playgroup areas to ensure they are always kept free from glass and other hazardous debris termly.
<b>19.</b>	Clear litter or debris from all school grounds daily.
<b>20.</b>	Remove graffiti whenever it appears immediately.
<b>21.</b>	Maintain grounds and shrubs, beds and tubs not covered by the grounds maintenance contract termly.
<b>22.</b>	Clean light fittings and shades yearly.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

<b>Version Control</b>	
<b>Job Description prepared by:</b>	School's HR
<b>Job Description updated:</b>	01 October 2018



# Person Specification

Job Details	
<b>School Name</b>	St Thomas of Canterbury RC Primary School
<b>Job Title</b>	Caretaker
<b>Grade</b>	Grade 3

## Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Able to work on own initiative as well as a member of a team.	Application Form / Interview
2.	Adaptable and self-motivated.	Application Form / Interview
3.	Well organised.	Application Form / Interview
4.	Able to prioritise tasks.	Application Form / Interview
5.	Literate and numerate.	Application Form / Interview
6.	Articulate and communicative.	Application Form / Interview
7.	Awareness of Health and Safety issues.	Application Form / Interview
8.	Ability to carry out minor repairs to the fabric and fittings of the building.	Application Form / Interview
9.	<b>Competencies</b> Please note the school's competencies, which are considered to be essential for all roles, are below	Interview

Experience, Qualifications and Training		Method of Assessment
1.	Wide general maintenance experience.	Application Form / Interview
2.	Experience of working in a public environment.	Application Form / Interview

Work Related Circumstances		Method of Assessment
1.	Willingness to work in the evening and at weekend as required.	Application Form / Interview
2.	Able to work in a busy school environment and relate effectively with children and adults.	Application Form / Interview
3.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate



## Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.	ICT skills e.g. email, report writing.	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	Qualified tradesperson.	Application Form / Interview
2.	NVQ Level 3 or equivalent.	Application Form / Certificate

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# Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

### **Developing Self and Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

### **Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

### **Equality and Diversity**

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

### **Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

### **Health and Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

### **Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

### **Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

### **Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

### **Safeguarding**

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role



## St Thomas of Canterbury R.C. Primary School

involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.