

BURY METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Post Title: CARETAKER	
Department:	Establishment/Post No:
Division/Section: MILLWOOD PRIMARY	Post Grade: Grade 5
Location: SCHOOL ADMIN BUILDINGS	Post Hours: 37 hours per week, times tbc
Special Conditions of Service: School cleaners/Caretakers must take holidays in periods of school closure. Where a uniform and identification is provided this must be worn. Protective clothing including rubber gloves must be worn when required to comply with health and safety regulations and health protection.	
Purpose and Objectives of Post: To undertake caretaking and cleaning duties under the supervision of Premises Manager within the premises to ensure high standards of health and safety and premises care in accordance with cleaning specifications and current legislation.	
Accountable to: Headteacher and Business Manager	
Immediately Responsible to: Premises Manager	
Immediately Responsible for: None	
Relationships: Internal: Headteacher Governors Teachers and Education staff School Business Manager Pupils All employees of the Local Authority	External: Members of the public Parents Visitors from other schools and agencies
Control of Resources: Personnel: None Financial: None Equipment/Materials: Safe use of equipment and cleaning materials Health & Safety: Duty of care to self and others	

MILLWOOD PRIMARY SPECIAL SCHOOL

CARETAKER

KEY - AF=Application Form; I-Interview

ATTRIBUTES	ESSENTIAL		DESIRABLE	
Qualifications		AF	☐ NVQ 1 and 2 in Cleaning Building Interiors or equivalent ☐ Trade qualification	AF
Experience	☐ Cleaning in the public or private sector ☐ Ability to use powered cleaning equipment	AF I	☐ Management of a small team	AF
Knowledge and Understanding	☐ Ability to manage resources safely ☐ Ability to work to a contract specification ☐ Ability to identify a colour-coded system of cleaning operation ☐ Ability to understand the importance of health and safety regulations and put these into practice e.g. COSHH and reporting any problems relating to the safe use of the site and premises and taking emergency action when appropriate ☐ Ability to understand and follow cleaning/maintenance schedules and instructions ☐ Ability to operate to formal work practices and procedures at all times ensuring that all paperwork associated with the work of a caretaker is accurately completed ☐ Knowledge of health and safety legislation	AF I		AF AF AF AF

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Skills and Personal Qualities	☐ Ability to work within a small team leading by example ☐ High standards of professional conduct ☐ High standards of operational and personal hygiene ☐ Ability to undertake minor repair, maintenance and improvement ☐ Ability to work confidentially when required ☐ Excellent communication skills including polite liaison with staff, pupils and management	AF I	☐ Evidence of commitment to a school community	AF
Values and behaviours	☐ Willingness to work unsocial hours to include evenings, weekends, school and public holidays ☐ Excellent attendance and punctuality record ☐ Commitment to Equal Opportunities and Racial Equality ☐ Adherence to Millwood policies ☐ Value all users of Millwood School ☐ Act with integrity at all times ensuring the safety and security of the school premises ☐ Use time and resources wisely ☐ Work as a member of a team ☐ Participate and contribute to ongoing CPD and training	AF I		
Job description 37 hours per week Permanent Times tbc	SITE - To ensure the school site is well maintained, clean and safe for staff, pupils and visitors. - To fulfil cleaning duties to an excellent standard, which may include classrooms, toilets, showers and other areas of school, using powered and non-powered machinery. - To undertake maintenance tasks and non-specialist repairs			

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	• To support the deep clean of premises during school closure • Undertake waste management, including emptying of internal litter and recycling bins and taking rubbish to designated areas • To undertake site monitoring and health and safety checks as required by policy and procedures. • Use Personal Protective clothing and equipment • Undertake general portorage such as moving goods being delivered and items being removed from premises • Moving items within the premises as appropriate and as requested by senior management • Entrance, driveway and car park to be swept and kept clear of litter to a high standard • Moving of furniture and equipment as required by staff • Regular daily emptying and changing of clinical waste bags and removal of waste to appropriate area • Management of stock and hygiene in laundry • Maintenance of courtyard gardens, car park and fields including tidying, light pruning, mowing • To support the Premises Management team in managing the security of the site during and after school hours including reporting faults and incidents • Draw up repair and maintenance programmes • Effective liaison with school business manager and headteacher should be maintained ensuring that they are kept informed of repairs and maintenance • Contacting contractors and obtaining estimates for repair and maintenance as required. • Cleaning and maintenance of minibuses and materials • Litter and graffiti removal • Sprinkling rock salt on hard surfaces to maintain safe passage during adverse weather conditions • Regular monitoring and reporting using school systems on the state of repair of the site • Signing delivery notes when appropriate • Completing regular stock takes of cleaning materials and machines
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	• Checking and operating security alarm and surveillance systems, resetting alarms, reporting faults and operating security procedures • Monitoring firefighting and alarm equipment and undertaking procedures relating to this responsibility • Responding as an approved key holder in out of school hours • Changing locks and getting keys cut • Monitoring school property • Ensuring the security procedures for contractors coming onto site are followed. • Undertaking all relevant training to the role and putting this into practice. HEATING AND LIGHTING • Operating and/or monitoring the school's heating systems • Maintaining the lighting facilities in the premises and site, replacing light bulbs, cleaning fittings and similar items as appropriate • Ensuring that action is taken to support the school's BREEAM rating in relation to energy consumption LETTINGS • Monitoring lettings and other external users of the site to ensure safe and appropriate use • Monitoring the site to ensure that the premises are secure • Carrying out maintenance tasks whilst letting in progress
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