Job Description	
Post:	Caretaker
Pay Scale:	Grade 3 (SCP 5-6)
Responsible to:	Headteacher
Main Location:	School based

Main Duties

- To ensure that the school and its grounds are maintained as an attractive, clean and safe environment for all its users
- To ensure buildings and the site are secure, including out of school hours and taking remedial actions it required
- To act as designated key holder, opening and closing the site and providing out of hours and emergency access to the school site as necessary
- To procure quotes for routine maintenance work on school premises
- To operate and regularly check systems such as heating, cooling, lighting and security
- To undertake minor repairs (within own capabilities) and maintenance of the buildings and site
- To arrange emergency repairs
- To arrange regular maintenance and safety checks, including clearing gutters, and ensuring manholes are clean and operational
- To oversee on-site maintenance contractors, checking that work is completed to required standards and within required timescales
- To monitor material and stock and order supplies
- To undertake general portage duties, including moving furniture and equipment within the school and receive and distribute deliveries
- To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, and report serious hazards to line manager immediately
- To undertake regular health and safety checks of building, grounds, fixtures and fittings (including compliance with fire regulation) and equipment, in line with other schedules such and means of escape, emergency lighting, extinguishers, asbestos, legionella, perimeter checks, hard surface checks
- To be responsible for the security, maintenance, safety and cleaning of the school, and respond to emergencies and maintenance issues
- Attend training courses and accept a reasonable amount of overtime as and when required
- Organise daily working day incorporating specific requests that require immediate attention
- To undertake such other duties and responsibility of an equivalent nature as may be determined by the Headteacher

Site and Premises Security

• 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, to emergencies
• Changing locks and getting keys cut
• Monitoring school property
• Responding to Senior Management requests to deal with intruders on site

Cleaning

• The cleaning of the premises and site, including litter, graffiti, surfaces of drains, areas fouled by pupils, etc.
• Ordering appropriate materials and equipment within the school's budget
• Completing a yearly stock take of materials and equipment
• To plan and deep clean of the premises during school closures
• Training new cleaners in cleaning methods and correct use of equipment
• Keep pathways and driveways, hard core play areas and drainage areas safe and clear
• Stand in for cleaner's absence
• Check weekly cleaning task sheets and distribute new ones
• Ensure individual cleaner's stores are kept fully stocked.
• Timetable service of cleaning machines e.g. buffers

Heating and Lighting

• Operating and monitoring the school's heating system
• Maintaining the lighting facilities in the premises and site, replacing light bulbs, cleaning shades and similar items as appropriate

Maintenance

• General maintenance up to the level of skill, ability, experience or training
• Ensuring that security procedures for contractors etc. coming on site are followed
• Sprinkling rock salt on hard surfaces to maintain safe passage during adverse weather conditions
• Regularly monitoring and reporting on the state of repair of the site
• Dealing with outside contractors, procuring quotations, when required, and monitoring their work on site for progress and health and safety compliance
• Signing clearance documents, when appropriate
• Boarding up of windows and doors when required

Porterage

• Undertaking general porterage such as moving goods being delivered and items given the being removed from the premises
• Moving items within the premises as appropriate and as requested by Senior Managers, including assemblies, performances etc.

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 general maintenance tasks whilst letting in progress
• Accept an appropriate share of cover for lettings and after school activities outside normal hours

Health and Safety

• Following health and safety procedures as established by the school and required by legislation e.g. COSHH
• Reporting on problems relating to the safe use of the site and premises and taking emergency action when appropriate
• Undertake first aid training

Administration

• Ensuring that all paperwork associated with the work of the caretaker and cleaners is accurately completed e.g. timesheets
• Investigate complaints, report and complete appropriate paperwork relating to accidents when required
• Draw up repair and maintenance programmes

Liaison with Contractors, Repairs and Maintenance

• Effective liaison with Office Manager and Headteacher should be maintained ensuring that they are kept informed of relevant information of repairs and maintenance
• Contacting contractors and obtaining estimates for repair and maintenance work as required by the School

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.

- Responsible for the health, safety and welfare of self and colleagues in accordance. with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Desirable	A/C
Relevant Level 2 in Cleaning or similar	Desirable	A/C
Full, clean driving licence (if applicable)	Essential	C
First aid certificate	Desirable	A/C
Knowledge & Experience		
Experience of working in maintenance/trades	Essential	A/I
Experience of undertaking DIY, including the use of hand and power tools e.g. drills	Essential	A/I
Previous experience in a caretaking role in a school	Desirable	A/I/R
Problem solving skills and ability to use judgement to interpret information and make decisions	Essential	A/I
Ability to undertake tasks that require physical effort, e.g. lifting, portage duties, working at height	Essential	A/I
Technical Skills & Ability		
Good interpersonal skills, with the ability to work with colleagues and children	Essential	A/I/R
Ability to complete documentation essential for the duties of the post	Essential	A/I
Ability to undertake minor building repairs, DIY and general maintenance	Essential	A/I
Ability to prioritise and work to deadlines	Essential	A/I
Knowledge of Health and Safety procedures, safe working practices and risk assessments, e.g. COSHH, working at height, manual handling.	Essential	A/I
Understanding of the importance of safeguarding/ child protection procedures when working with children	Essential	A/I
Special working conditions		
Able to work flexibly, including evening and weekend meetings as required	Essential	A/I

Annual leave will be approved in accordance with the needs of the school.	Essential	A/I
Personal characteristics		
Ability to relate to and promote the ethos of the school	Essential	A/I/R
Willingness to update skills and knowledge by undertaking training as required	Essential	A/I/R
Flexible and dedicated approach to work, able to meet the changing demands of the role	Essential	A/I/R
Ability to keep calm in emergency situations	Essential	A/I
Ability to work as part of a team	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R