

JOB DESCRIPTION

School	Grosvenor Road Primary School
Job title	Part-time Caretaker
Grade/Salary range	Grade 1B point pts 4-5
Location of work:	Grosvenor Road Primary School
Directly responsible to:	Headteacher, School Business Manager & Site Manager
Hours of duty:	20 hrs per week (plus additional hours covering the site officer in his absence)

DUTIES AND RESPONSIBILITIES

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required.

1. To act as secondary key holder and respond to call-outs as necessary.
2. To ensure proper use of premises and resources by occupants of the building.
3. To ensure the school building is clean, tidy and free from rubbish.
4. To clean areas soiled by pupils.
5. Caretaker's room to be kept clean and tidy.
6. To ensure that all external areas within the site boundary, i.e. playgrounds, paths, car parks etc are kept clean, tidy and free from rubbish and litter.
7. To ensure safe disposal of rubbish and waste material.
8. Make sure the gates are opened and locked at appropriate times.
9. Check that paper towels/soap/toilet rolls are replenished daily.
10. All toilets to be checked frequently and cleaned and soap/toilet rolls replenished as necessary
11. To set up rooms/halls when needed for events/activities in school.
12. To set up and take down play equipment
13. Portering duties.
14. To provide access to the building in the event of snow and ice or minor flooding or similar emergency situations.
15. Ensuring that rock salt is used in appropriate areas during adverse weather conditions
16. To take a proactive role in the maintenance and monitoring of the fabric of the building by undertaking regular inspection.
17. All work must be carried out in accordance with Health and Safety requirements and safe working practice as requested by the Headteacher as follows:-
 - (i) Undertaking day to day repairs of a minor nature to window frames, doors, skirting boards, plasterwork
 - (ii) Painting and decorating of doors, windows, classrooms, woodwork etc

- (iii) Removal or painting over all graffiti as and when necessary in accordance with COSHH regulations
 - (iv) Stripping and resealing of floors as and when necessary
 - (v) Repairing any damaged caused by vandalism as far as possible
 - (vi) Undertaking minor alteration/improvements which do not affect the structure of the building, eg putting up shelves, replacing coat-hooks, hanging pinboards, bookshelves, blinds, fixing curtain rails, hanging curtains etc.
- 18.** Changing light bulbs, fuses, plugs, tap washers etc as necessary.
- 19.** Ensure that clocks are accurate and wound-up, batteries replaced etc.
- 20.** To undertake all duties in a courteous professional manner.
- 21.** To undertake such additional duties as are reasonably commensurate with the level of this post.
- 34.** To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

Personal Specification

Job title	Grade	Directorate	Location
Caretaker	Grade 1B 4-5	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.	Grosvenor Road Primary School

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria 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.

(*See grid overleaf)

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 eg. cleaning materials, maintenance schedules, Health and Safety records.	A I
7.	Ability to liaise with contractors, agencies, security personnel etc.	A I
8.	Knowledge about the security of premises.	A I
9.	Basic knowledge of heating, plumbing, electrical systems – good DIY skills.	A I
10.	A basic understanding of Health and Safety issues related 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 the Caretaker's duties.	A I
14.	Ability to work flexibly to meet the needs of the school and children's centre, including some evening/weekend work.	

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 cleaning staff.	A I

4.	Knowledge of technical equipment including PA equipment, computer equipment etc.	A I
5.	Understanding of what is required to establish a professional working relationship with staff, parents and children.	A I
6.	Full clean driving licence.	AI

Completed by	Date	Approved by	Date
School Business Manager			

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre