Job Description

Role: **Caretaker**

Responsible To: **Headteacher**

Responsible For: **Cleaner**

Salary: **Scale 3**

Hours: **35 Hours per Week, 7am – 9.30am and 2.30pm – 7pm**

Main Purpose of the Role

The Caretaker will be responsible to the Headteacher for the cleaning and maintenance of the school buildings and grounds. The Caretaker will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities), lighting, heating, cleaning and porterage duties. In addition, the Caretaker will also be expected to undertake a range of administrative and clerical duties.

Resources

The postholder will be responsible for heating, equipment, cleaning materials, school keys and personal protective equipment.

Main Duties and Responsibilities

Cleaning

- To clean a designated area in accordance with the School's approved methods, frequencies and standards.
- To assist the Headteacher in monitoring the cleaning standards achieved by cleaning staff.

Management

- To establish appropriate work patterns, targets and schedules for site management.
- To manage any additional staff required to fulfil cleaning duties.

Buildings

- To ensure that the premises are kept secure and safe, including locking & unlocking building, ensuring the alarm is activated and deactivated and premises are secured with all windows doors and gates locked.
- To undertake repairs and handyperson duties.
- To undertake porterage duties.
- To ensure that all energy bills are correct in accordance with the readings kept at the school.

Lettings

- To assist the Headteacher in the organisation and arrangement of lettings.
- Dealing with members of the public on site during lettings.
- To undertake as appropriate overtime duties related to the use of the premises outside normal working hours.

Building Maintenance

- To undertake regular inspections of the premises to determine the need for repair and maintenance work and advise on a rolling programme of redecoration and refurbishments.
- To keep appropriate documentation and records of repairs.
- To monitor the heating and service programme.

Grounds

- To ensure that the grounds maintenance works are fully completed.
- To keep appropriate files to record this.
- To ensure that the school grounds are free from litter.
- To monitor the condition of the school fences and gateways and to take appropriate action, with the Headteacher's approval, to arrange repair.

General

- To ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner.
- To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained.
- To ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources.
- To undertake administrative/clerical duties connected with the caretaking and cleaning service i.e. order forms, stock returns, work orders etc
- To undertake such other duties related to the post as may be assigned from time to time.

Queensgate Primary School is committed to safeguarding and promoting the welfare of children and young people. The postholder is expected to share this commitment and comply with all safeguarding policies, procedures and training requirements.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

This Job Description may be reviewed by the Headteacher, as necessary,
and may be amended at any time after consultation with you.

Person Specification

Criteria	Essential / Desirable	Assessed By
Qualifications and Skills		
Numeracy and literacy skills with an ability to keep accurate records.	Essential	Application
Willingness to undertake annual safeguarding training.	Essential	Interview
Computer literate	Desirable	Application
Knowledge and Experience		
Practical skills with an ability to carry out caretaking duties including cleaning and site security.	Essential	Application / Interview
The ability to understand and apply regulations such as Health & Safety, manual handling. COSHH, Legionella, hygiene procedures and precautions etc.	Essential	Application / Interview
Competent at basic building repairs and maintenance.	Essential	Interview
Knowledge of Health and Safety regulations and ability to ensure all duties are carried out safely.	Essential	Interview
Willingness to develop knowledge of use of ICT and other specialist equipment/resources.	Desirable	Interview
Ability to relate well to children and adults within a School environment.	Essential	Application / Interview
Supervisory skills and the ability to manage cleaning staff and external relationships with contractors.	Desirable	Interview
An ability to undertake all the physical aspects of the job and to use relevant equipment.	Essential	Application / Interview
Behaviours and Values		
Ability to manage own time effectively and demonstrate initiative including establishing priorities and maintaining a flexible approach to respond to urgent requests.	Essential	Application / Interview
Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.	Essential	Application / Interview
Ability to work as part of a team.	Essential	Application / Interview
Ability to be flexible and self-motivated to adapt to changing workload demands and new school challenges	Essential	Interview
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	Essential	Interview
Ability to adhere to the school's policies and procedures.	Essential	interview