

Job Description

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| Job Title | Caretaker Secondary |
| Grade | Band 2 (max) |
| Reports to | Premises Manager/Business Manager/Trust Facilities Manager |
| Responsible for | none |
| Liaison with | School staff and external community |
| Job Purpose | To contribute to the smooth running of the School by carrying out a range of caretaking duties including security and supervision of the site and related equipment. Includes other caretaking duties including portage, cleaning and maintenance. |
| Principal Accountabilities | <p>Responsible for cleanliness, safety and security of the site</p> <p>Attention to detail when accepting instruction and when carrying out those instructions</p> <p>A professional attitude when dealing with colleagues and with the wider community as a representative of the school.</p> |
| Duties | <ul style="list-style-type: none"> The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder. Any training needed to carry out these duties will be provided by the school and must be undertaken by the employee <p>Security and Supervision</p> <ul style="list-style-type: none"> To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s). Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. Dealing with enquiries from officers and employees of the The Trust, workers and contractors and, where appropriate, advising the Premises/Business Managers of their presence. Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools). Caretaking and maintenance |

- Undertaking cleaning of allocated area(s), and secondary cleaning as required.
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Washing and cleaning of diffusers and replacing bulbs/tubes. If this is at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Premises/Business Manager.
- Drawing the attention of the Premises/Business Managers to any repairs or maintenance work required at the premises.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
 - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc;
 - redecoration as appropriate
 - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
 - Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or window at a high level;
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of stores, materials and other goods and

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| | <p>conveying them to their points of distribution. Dispatching goods, materials etc.</p> <ul style="list-style-type: none"> • Making the premises manager aware of reducing stock levels of any necessary materials. • Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. • Ensuring that all caretaking and cleaning equipment is in a safe and working condition bringing any deficiencies to the attention of the premises manager. • Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, lighting or electrical and areas subject to flooding. • Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. <p>Other duties</p> <ul style="list-style-type: none"> • Testing portable electrical equipment if trained and accredited to do so. • Planning of own workload in conjunction with the premises manager • Undertaking letting and related duties as appropriate in accordance with the provincial agreement. Preparing the school premises and site for out of school activities. <p>General</p> <ul style="list-style-type: none"> • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures. • Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body. • The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held. |
| <p>General</p> | <ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in |

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| | <p>discussion with line manager.</p> <ul style="list-style-type: none">• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. |
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**Person Specification
CARETAKER (Secondary) (Cleaner)**

| General heading | Detail | |
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| Qualifications & Experience | Specific qualifications & experience | Experience of caretaking and/or buildings maintenance/security |
| | Knowledge of relevant policies and procedures | Knowledge of First Aid |
| | Literacy | Good reading and writing skills |
| | Numeracy | Ability to count and undertake general mathematical calculations |
| | Technology | Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks |
| Communication | Written | Ability to complete forms |
| | Verbal | Ability to exchange complex verbal information clearly |
| | Languages | Seek support to overcome communication barriers with children and adults |
| | Negotiating | Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges |
| Working with children | Behaviour Management | Understand the school's behaviour management policy |
| | SEN | Understand and support the differences in children and adults and respond appropriately |
| | Curriculum | Basic understanding of the learning experience provided by the school |
| | Child Development | Basic understanding of the way in which children develop |
| | Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Understand the role of others working in and with the school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with others |
| | Team work | Ability to make an distinctive contribution to the work of the team |
| | Information | Contribute to the development and implementation of effective systems |
| Responsibilities | Organisational skills | Excellent organisational skills Ability to remain calm under pressure |
| | Time Management | Ability to manage own working time effectively Demonstrate a flexible approach to all aspects of the job |

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| | Creativity | Have a solutions based attitude to problem solving |
| General | Equalities | Awareness of and commitment to equality |
| | Health & Safety | Good understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality and the Data Protection Act |
| | CPD | Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance |