

Job Description

Caretaker Level 2

Grade 3

The post holder will report directly to the School Business Manager (SBM) and Site Manager . Apart from other colleagues in the school, the main contacts of the job are the Principal, teacher, teaching and other support staff, external contractors and pupils.

Main Purpose of the Job

To work closely and alongside the Site Manager to provide cleaning ,maintenance & security services on school site & premises under the instruction/guidance of appropriate senior staff.

To support the Site Manager in managing cleaning and/or site staff and ensure cleaning is in accordance with specification.

To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning areas – inside and out,

To be responsible Key holder and ensure security of the premises, grounds and it's contents including monitoring CCTV or surveillance equipment where appropriate.

Main Duties and Responsibilities

1. Portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the Centre.
2. To carry out general maintenance and repairs in the school, in accordance with the expectation of the School, reporting any safety hazards/unsafe practices in and around the building.
3. To use all equipment in a safe manner, and assist in safety audits of the premises and contribute to relevant risk assessment activity.
4. To monitor stock levels and equipment and report to the Site Manager/SBM.
5. To support the Site Manager in maintaining records, information and data, (including electrical testing of portable electrical appliances) producing analysis and reports as required.
6. To support a plan of programmed maintenance and monitor the performance of contracts ensuring records are kept in line with specified standards.

7. To assist with School lettings and carry out associated clerical tasks.
8. To advise the SBM/Site Manager on matters relating to energy control.
9. Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person.
10. To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development.
11. To undertake any other duties that are commensurate with the grade.
12. To converse at ease and provide advice in accurate spoken English is essential for the post.

Where the post holder 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.

Person Specification

Caretaker Level 2

Grade 3

For this job we are looking for:

Practical skills with an ability to carry out caretaking duties including cleaning, manual handling, security patrols and minor repair work.

Knowledge of Health & Safety and hygiene procedures and precautions.

Knowledge of or Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate.

Numeracy and literacy skills with an ability to keep accurate records.

Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures.

Willingness to develop knowledge of use of ICT and other specialist equipment/resources.

Ability to relate well to children and adults within a School environment.

Supervisory skills and the ability to manage external relationships with contractors.

An ability to undertake all the physical aspects of the job and to use relevant equipment.

The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.

Self-motivation and personal drive to complete tasks to required timescales and quality standards.

The flexibility to adapt to changing workload demands and new organisational challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.

Personal commitment to continuous self development.

Personal commitment to continuous service improvement.

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).