

**CARETAKER H4.6- H4.9**

**Main purpose**

To be responsible for the maintenance, security and cleaning of the school premises and site, ensuring a safe environment.

**Key responsibilities**

1. Ensure that buildings and the site are secure and take remedial action if required.
2. Lock/unlock gates/doors at specified times and ensure site is secure at end of shift.
3. Undertake cleaning of allocated areas and cover for absence of cleaning staff.
4. Act as one of the designated key holders for the school premises.
5. Operate and regularly keep records and check systems such as ladders register, heating, cooling, lighting, security, legionella, asbestos and fire alarms.
6. Operate the use of domestic and industrial cleaning equipment and materials following appropriate training.
7. Undertake minor repairs (i.e not requiring qualified craftsperson) and maintenance of the buildings and site.
8. Carry out regular maintenance and safety checks.
9. Collect and dispose of waste
10. Refill and replace soap, towels and other materials.
11. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
12. Monitor stock and equipment and advise purchaser.
13. Undertake general portage duties, including moving furniture and equipment within the school.
14. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to premises manager immediately.
15. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.

**Individuals in this role may also undertake some or all of the following:**

* Ensure the operation and maintenance of specialised equipment following training eg electrical tools

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

* The premises department have responsibility in the school for the smooth running of the premises.
* The department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
* Regular checking of systems such as heating and security. Communication of emergency repairs or maintenance.
* Exchange of information with school staff, external contractors (for repairs and maintenance).

**Knowledge, Skills & Abilities**

* Knowledge of the schools policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance.
* Knowledge of procedures for undertaking cleaning duties, use of cleaning equipment, chemicals, relevant health and safety, COSHH requirements, minor repairs
* Manual dexterity in operating equipment and minor repair work.

**Supervision**

* Supervisory responsibility for the work of contractors whilst on site.

**Problems, Demands & Decisions**

* Regular checking of systems such as heating and security. Communication of emergency repairs or maintenance.

**Dimensions**

* Responsible for security of the school premises; one of the designated key holders for the locking and unlocking of premises; stock control of a range of equipment and materials.
* Stores and maintains resources such as cleaning supplies and equipment.

**Physical Effort**

* Requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving or lifting furniture.

**Working Environment**

* Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.

**Person Specification**

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| **Essential** | **Desirable** |
| Physically fit to carry out the duties of the job | Experience of working in a school environment |
| Ability to work as part of a team | Experience of Health and Safety in a school environment |
| Flexibility and sensitivity to the needs of a wide range of users | Experience/skills beyond DIY in building maintenance |
| Reliable and punctual | Up to date knowledge of relevant legislation in Health and safety |
| Sense of humour and enthusiasm | Up to date knowledge of relevant legislation in safeguarding children |
| Hardworking and trustworthy |  |
| Friendly, open and approachable |  |
| Able to work both under direction and using own initiative, as appropriate |  |
| Committed to the protection and safeguarding of children and young people |  |
| Ability to manage own workload, prioritise and ensure lower priority work is up to date |  |
| Ability to demonstrate good interpersonal skills to communicate clearly and effectively with staff, contractors, children and parents |  |
| Physically able to operate cleaning equipment and lift heavy object, with the help of equipment. |  |
| Able to keep records |  |
| Willing to participate in training and development opportunities offered by the school to enhance skills |  |
| Willingness to maintain confidentiality on all school matters |  |
| To know what high standards are in cleaning and demonstrate in own work |  |
| Basic DIY skills |  |