



THE
GILES NURSERY
AND
INFANTS'
SCHOOL



Headteacher : Mrs Rouane Mendel
Asst. Headteachers: Miss Lisa Hill & Mrs Tania Dalton

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J O B D E S C R I P T I O N

TITLE OF JOB : **CARETAKER**
LOCATION : **The Giles Nursery and Infants' School**
GRADE : **H3-4 subject to experience, salary pro-rata**
POST : **Permanent, part-time for 25 hours a week (negotiable), term-time only with additional hours by arrangement**

Main purpose

To oversee the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

Key responsibilities

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
2. Keep records relating to maintenance and security.
3. Perform duties in line with health and safety regulations including COSHH and take action where hazards are identified, report serious hazards to line manager immediately.
4. Undertake general portorage duties including moving furniture and equipment within school.
5. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
6. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
7. Receive deliveries to the school site.
8. Collect and assemble waste for collection.
9. In conjunction with the School Business Manager to oversee health & safety on the school site.
10. Cleaning of designated areas of the school building and grounds according to instructions.

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

1. Assist with the maintenance of specialised equipment following training, for example sports equipment.
2. Liaise regarding lettings and carry out associated tasks, in line with local agreements.
3. Act as a designated key holder, providing emergency access to the school site.
4. Act as school contact in relation to premises related contractors.
5. Organise testing for asbestos and other health and safety procedures.

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 caretaker has responsibility for the smooth running of the premises. The school site is used extensively, mostly for curriculum activities but also by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).
- Staff are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- Exchange of information with school staff, for example, in relation to security, portage requirements, out of hours activities.
- Liaison with cleaning and maintenance contractors.

Knowledge, Skills & Abilities

- Good working level of English and Maths.
- Skills and experience equivalent to carry out a range of maintenance tasks.
- Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs.
- Manual dexterity in operating equipment and minor repair work.
- IT skills necessary for record keeping.

Supervision

- Follows predetermined cleaning procedures and standards; makes decisions in relation to task allocation, supplies required; escalates serious issues to senior staff.
- May demonstrate cleaning duties to new or less experienced staff.

Problems, Demands & Decisions

- Ability to prioritise for carrying out maintenance/security tasks.
- Carries out routine tasks, such as security checks and minor repairs that do not vary significantly from day to day, some fault identification.

Dimensions

- No responsibility for financial resources.
- Responsible for the safe use and storing equipment and materials; key holder for the locking and unlocking of premises.

Physical Effort

- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning 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.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

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