

Job Description

Caretaker Level 3

Grade 4

The post holder will report to . Apart from other colleagues in the school, the main contacts of the job are the head teacher, teaching and other support staff, external contractors and pupils.

Main Purpose of the Job

Under the guidance of appropriate senior staff: be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area.

To manage 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 area – inside and out, including maintenance of the swimming pool and other specialist sports equipment in accordance with specified standards, where applicable.

To be responsible key holder and ensure security of the premises and grounds, 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 various maintenance and repairs in the school eg redecorating and fixing, and to be responsible for the operation of a preventative planned maintenance programme.
3. To be responsible, in conjunction with the bursar, for the administration and control of appropriate areas of the budget including monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.
4. To use all equipment in a safe manner, undertaking safety audits of the premises and assist with relevant risk assessments as required.
5. Where appropriate, to liaise with the school meals service contractors in relation to their use of the site and provision of their service.

6. To assist the Head Teacher in the management, administration and operation of lettings system.
7. To establish constructive relationships with contractors and other agencies/professionals and Monitor/record performance against specified standards.
8. To advise the Head Teacher on matters relating to energy control and conservation.
9. Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher.
10. To be responsible for maintaining records, information and data (including electrical testing of portable electrical appliances) and producing analysis and reports as required.
11. 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.
12. 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.
13. To undertake any other duties that are commensurate with the grade.
14. To reside in the on-site accommodation provided, where applicable.
15. To converse at ease and provide advice in accurate spoken English is essential for the post.

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.

Person Specification

Caretaker Level 3

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For this job we are looking for:

Caretaking/site-keeping experience in a school or similar environment.

Experience of monitoring a budget and managing stocks/resources within an agreed budget.

Good numeracy and literacy skills with an ability to keep accurate records.

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

An ability to undertake all the physical aspects of the job.

Ability to self-evaluate learning needs and actively seek learning opportunities.

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

Knowledge of Health & Safety and hygiene procedures and precautions .

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

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

Excellent organisational skills to be able to plan and deliver programmes of maintenance.

Must be in possession of a full valid driving license.

The roleholder 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).