

Job Description – Caretaker



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title:	Caretaker
Reports to:	Hub Business Manager and Estates Manager
Liaison with:	Headteachers, Hub Business Managers, Estates Manager, Site staff, external Contractors.

Main Job Purpose:

To carry out a full range of duties to provide for general security and maintenance of the school premises, to include handyperson activities.

Main Duties:

1. To arrange regular checks on alarm systems and fire extinguishers and report on any problems arising.
2. To identify and report building, furnishing or fittings deficiencies to the Headteacher and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
3. To undertake a range of handyperson duties as directed by the Headteacher to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small-scale improvements, fitting shelves or notice boards.
4. To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
5. To take delivery of stores, goods and equipment and arrange storage or distribution as required.
6. To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
7. To ensure that adequate supplies of fuel and water are available at all times and to maintain the supply of supplementary mobile heating, as may be necessary.
8. To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
9. To clean defined areas of the school premises, together with any emergency cleaning needs.
10. To make arrangements as authorised by the Business Manager for the purchase of any cleaning equipment and materials which may be required.
11. To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
12. To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.

Person Specification – Caretaker



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	Essential	Desirable	Assessed
Education, Training and Qualifications	<ul style="list-style-type: none"> No formal qualifications essential 	<ul style="list-style-type: none"> IOSH Manual Handling Pasma Premises Management 	Application Form Interview
Skills and Knowledge	<ul style="list-style-type: none"> Good standard of knowledge of security issues A working knowledge of Health & Safety and COSHH regulations Manual Handling experience 	<ul style="list-style-type: none"> Supervision of premises. Knowledge in basic cleaning methods and the use of associated materials and equipment 	Application Form Interview
Experience	<ul style="list-style-type: none"> Previous experience in a related field. Previous experience of health and safety procedures 	<ul style="list-style-type: none"> School sites 	Application Form Interview
Personal Attributes	<ul style="list-style-type: none"> Person of integrity Able to maintain confidentiality Able to remain impartial Sympathetic to the needs of others Open to learning and change Good interpersonal skills Sympathetic to the vision and values of the Trust Enthusiastic and resilient Flexible approach to working hours Positive attitude to personal development and training 		Application Form and Interview
Other Special Requirements	<ul style="list-style-type: none"> Able to work flexibly within the requirements of the school 		Application Form and Interview