

## JOB DESCRIPTION

<b>Job Number:</b>	PP004	
<b>Directorate:</b>	Children and Young People	
<b>Service:</b>	Schools	
<b>Job Title:</b>	Caretaker	
<b>Reports To:</b>	Line Manager/Strategic Development Officer	
<b>Main Purpose of Job:</b> <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>		
To ensure the school site is safe and secure and is maintained to standards defined by the Directorate, School and Health and Safety legislation.		
<b>Main Responsibilities and Duties:</b> <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>		<b>% of Time</b>
<ol style="list-style-type: none"> <li>1. On a daily basis opens and closes the site and make sure that the premises and surrounding area are in a suitable condition for use</li> <li>2. Complete any minor, basic repairs to buildings, fixtures and fittings</li> <li>3. Ensure the security of the site is maintained through a methodical daily security routine, operation of security alarms, vigilance against intruders, etc.</li> <li>4. Under the direction of line manager carry out daily, weekly and monthly tests for fire alarms, legionella, play equipment etc</li> <li>5. Respond to emergency call outs. Responsible for locking &amp; unlocking site</li> <li>6. Monitor the condition of the buildings, fittings, furniture, audio-visual and other equipment and check that services (heating, electric, water and gas) are operating satisfactorily and being properly maintained, reporting cases for repair, maintenance or attention</li> <li>7. Support in house cleaners to maintain high standards of cleaning. Clean up spillages, as required which could on occasion include bodily fluids</li> <li>8. Maintenance of the hydro pool eg back washing, PH water testing</li> <li>9. Sweep, clean and generally maintain the area surrounding the building including the car park.</li> <li>10. Lay out meeting rooms as required for events and activities. Move items of furniture, equipment and packages, etc as requested.</li> <li>11. Undertake any other duties appropriate to the post.</li> </ol>		
<b>Facts and Figures:</b> <i>Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.</i>		
Responsible for ensuring the site is secure, unlocks and locks premises, ensuring intruder alarms are set.		

## SUPPORTING PROCESSES

**Problem Solving and Creativity:** *Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?*

Usually works to a known, but flexible routine. There will be frequent interruptions that need attention, eg requests from school staff or visitors, deliveries, breakages or other emergencies. Solutions are usually well known but there will be occasions when a creative solution will need to be found using own initiative, eg during emergency call out.

**Decision Making:** *Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.*

In dealing with emergencies (eg damage to premises, break-ins) initiates processes for engaging contractors or providing other solutions or repairs to ensure security of premises.

Will normally be able to make own routine decisions within scope of the job such as work priorities.

Works within well-known boundaries, eg Health and Safety legislation, County Council and schools policy.

**Physical Effort and Working Conditions:** *Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.*

Spends majority of time working hours on feet, inspecting building/site both indoors and outdoors. From time to time this will include working outdoors in bad weather, for example to identify and inspect leaks. Frequent physical effort is required, eg when working at heights and when undertaking portage of furniture, equipment and deliveries

**Contacts and Relationships:** *Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.*

Daily contact with Line Manager to convey information (eg reporting an issue requiring attention), and receive instructions/information, and performance review and development interviews or discussing training requirements.

Regular contact with administrative staff at the school and visitors to exchange information.

**Additional Information:** *Anything else which is relevant to the job which is not adequately covered elsewhere.*

The list of duties is not exhaustive but is intended to serve as a guide to the range of responsibilities.

**Knowledge, Skills and Experience: (To be completed by the Line Manager)** *The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.*

Basic level of formal education. Pleasant disposition, courteous and tactful. Requires good communication skills. Thorough knowledge of Health and Safety legislation and security requirements. Practical skills sufficient to enable the carrying out of routine maintenance at the site.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

Designated Senior Manager: ..... Date: .....

July 2022

## Caretaker Person Specification

Specification	Essential	Desirable
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Good communication skills with adults and children, verbally and in writing</li> <li>• Ability to meet the physical demands of the post</li> <li>• Ability to cope with conflicting demands and interruptions and prioritise workload</li> <li>• Understanding of maintenance work and the use of associated tools and equipment for a range of maintenance tasks some of which may be complex in their nature</li> <li>• An understanding of security matters</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Knowledge of the Health and Safety at Work Act including COSHH regulations</li> <li>• Experience of carrying out administrative processes relevant to the job</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team</li> <li>• Hard worker</li> <li>• Reliable, honest &amp; flexible</li> <li>• Enthusiasm</li> <li>• Ability to respect confidential issues regarding pupils, parents and staff</li> </ul>	
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>• Willing to undertake any training offered which is relevant to the duties of the post</li> <li>• Good general educational background</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Hold a full UK driving licence.</li> <li>• Commitment to equal opportunities</li> <li>• Committed to personal and professional development demonstrated by a willingness to learn and attend in-service and external training</li> <li>• Able to work at heights</li> </ul>	<ul style="list-style-type: none"> <li>• Council minibus test certificate.</li> </ul>