

## Job Description

<b>POST:</b>	<b>Caretaker</b>
<b>GRADE:</b>	<b>Grade CD1, SCP 3</b>
<b>RESPONSIBLE TO:</b>	<b>Site Manager</b>
<b>STAFF MANAGED:</b>	<b>None</b>
<b>JOB PURPOSE:</b>	To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all building users.
<b>JOB CONTEXT:</b>	<p>The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.</p> <p>The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.</p> <p>Enhanced DBS check is required for this post due to working within a school environment</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• To ensure the safety and security of the building and site, undertaking daily safety and security checks,</li> <li>• Act as a designated key holder, providing response to emergency calls.</li> <li>• Locking and unlocking of buildings at pre-determined times</li> <li>• To monitor the heating system and report any faults to the Site Manager</li> <li>• To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow.</li> <li>• To undertake general portering duties whilst on site to include moving furniture &amp; equipment on site</li> <li>• Receive deliveries to the site</li> <li>• To support the maintenance of the building, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings</li> <li>• To assist with cleaning duties as directed.</li> <li>• Collect and assemble waste for collection</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with other members of staff and pupils within the school.</li> <li>• Welcome contractors onto the site and check clearances</li> </ul>

<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• To participate in the training and development and performance management processes within the school</li> <li>• Store equipment and products safely and securely</li> <li>• Ability to carry out informal risk assessments on buildings to identify faults/hazards</li> <li>• Order, stock control and store cleaning and caretaking equipment and products safely and securely</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Perform duties in line with health &amp; safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Coast and Vale Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Scalby Learning Trust Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence.</li> <li>• Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>

## PERSON SPECIFICATION

### Caretaker

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Awareness of Health &amp; Safety</li><li>• Ability to read and write</li></ul>	<ul style="list-style-type: none"><li>• Ability to use tools for making minor repairs</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of undertaking general cleaning duties</li><li>• Experience of carrying out minor repairs</li></ul>	<ul style="list-style-type: none"><li>• Experience of working as part of a team</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Able to work with minimum supervision.</li><li>• Self-motivated</li><li>• Punctuality</li><li>• Flexible approach</li><li>• Attention to detail</li><li>• Ability to manage time effectively to complete tasks to a high level.</li><li>• Ability to work both alone and within a team to achieve specified standards</li><li>• Good verbal communication skills</li></ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"><li>• Ability to carry out general caretaking and cleaning duties as detailed in the Job Description.</li><li>• Enhanced DBS clearance</li></ul>	