



POST TITLE: Caretaker

SCALE/GRADE: Grade 4

HOURS: 25

JOB PURPOSE & ROLE

The post holder is required to carry out, under reasonable direction, the appropriate duties in the case of both school buildings and school grounds, regarding matters of cleanliness, security, Health and Safety Risk Assessments, planned response maintenance, day to day management of building services and equipment including statutory recorded testing. The post holder must ensure that the building environment is conducive to the working needs of pupils, staff and other site users.

PRINCIPAL DUTIES & RESPONSIBILITIES

Cleaning tasks

- Maintain a safe, pleasant, litter and leaf free environment as far as practicable
- Carry out daily cleaning of agreed areas of the school where necessary
- Clean external windows (and internal windows if required) on a termly basis
- Ensure the inside of convector radiators are litter/dirt free
- Clean light fittings, diffusers etc.
- When required – removal of graffiti around external and internal buildings
- Monitor cleaning staff and inform the Head of any concerns
- Ensure that drains and gutters are clean and where appropriate disinfected

Maintenance tasks

- Assist in the unblocking of sinks/drains where necessary
- Replace the low level fluorescent tubes and light bulbs as necessary
- Snow clearance to main routes of access/exit as far as is reasonably practicable and salt/grit treatment of icy paths
- Maintenance of grounds, wooden fences, weeds around paths, buildings and walls. Help maintain planters, trees, hedges and flowers
- Ensure all boiler rooms are clean and not used for storage
- Carry out minor repairs as directed
- Keep daily checks on boilers ensuring that the school buildings are adequately heated
- Check for burst pipes and leaking radiators – arrange for emergency services to be contacted if faults occur
- Regularly check radiators are evenly heated and bleed if necessary

Portering

- Move furniture, materials and equipment to, from and within the site
- Liaise with contractors
- On a daily basis check all soap dispensers, paper towel dispensers and toilet rolls – replenish all each day if required.
- Regularly check that batteries in soap dispensers are in working order

Security of premises

- Unlock all necessary gates and doors and check for intrusion in the building and site perimeters
- Deactivate alarms and open blinds/curtains
- Report all breaches of security and keep a log of incidents
- Be a named key holder and keep all keys safe at all times
- Lock up ensuring that all buildings and site are secured and that alarms are activated
- Ensure all lights are switched off, curtains/blinds are drawn, windows/doors are locked
- Secure all gates and access points
- Be prepared to return to school out of hours in an emergency
- Weekly tests of the fire alarm system and undertake a lift check on fire extinguishers

Other duties

- Setting out and clearing furniture for assemblies and other events as required
- Assist in the preparation of site visits by auditors/inspectors
- Removal of internal rubbish, cardboard boxes, large amounts of paper etc.
- Other duties that the Head Teacher or Deputy Head may from time to time ask the post holder to perform

Post Holder

Date

Head Teacher

Date

SHINE Academies Caretaker: Person Specification

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications		<p>Qualifications in either plumbing, electrics, decorating, carpentry</p> <p>Qualifications in property maintenance or facilities services</p> <p>To have a full Driving Licence and ability to drive school mini bus</p>	Application form
Competences	<p>Demonstrate competence in maintenance and cleaning roles.</p> <p>Previous experience of in caretaking role including repairs and maintenance</p>	<p>Demonstrate competence in other building/maintenance trades that would be relevant to this role within a school</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Knowledge & Skills	<p>Knowledge of basic building and maintenance skills</p>		<p>Application form</p> <p>Selection procedure</p> <p>References</p>
Personal Qualities	<p>Effective communication skills</p> <p>Ability to react to the needs of staff, parents, the school</p>	<p>Adaptable and versatile approach</p> <p>Flexibility</p>	<p>Application form</p> <p>Selection procedure</p> <p>References</p>