

JOB DESCRIPTION – CARETAKER

Job Title: Caretaker	Hours: Full-time
Department: Estates	Salary Scale: 3-4 (£18,562-£18,933)
Reports to: Estates Manager	Updated: October 2021
Purpose of Job: To provide a day-to-day caretaking function to assist in the smooth running of the School.	
Range of activities likely to be undertaken (although not exhaustive):	
Security:	
<ul style="list-style-type: none">• Carry out security procedures for the school buildings and grounds• Routine and non-routine opening and closing and security of premises and grounds• Take action to prevent trespass on the premises• Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies• Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations	
Cleanliness:	
<ul style="list-style-type: none">• To carry out cleaning tasks as directed by the Estates Manager• To report any deficiencies in cleaning materials and equipment to the Estates Manager• Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds	
Maintenance:	
<ul style="list-style-type: none">• Carry out minor maintenance work and repairs• Responsible for basic tools and equipment• Check for and report damage as appropriate• In the absence of the Estates Manager, direct contractors to sites of repair and maintenance work• In the absence of the Estates Manager, inspect work of contractors where verification of this is needed• Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available• Carry out frost precaution procedures• Carry out procedures in event of fire, flood, breaking and entering, accident or major damage• Provide emergency access in the event of snow or minor flooding or similar emergency situations• Ensure playing areas and paths are free from litter• Ensure drains and gullies are free flowing and clean, dealing with blockages as necessary• Ensure that caretaking and cleaning equipment is in a safe and working condition• Undertake occasional painting (of doors/small areas etc)	

Stock:

- Receive delivery of stock, materials etc, ensuring appropriate storage
- Ensure adequate supply of light bulbs and janitorial materials are available, placing orders or liaising with the Estates Manager as necessary

Other:

- Moving equipment and resources as required
- Check fire alarm systems

Working hours are 8am to 5pm in term time (4.30pm Fridays), including an unpaid lunch break. The post holder may be required to perform duties other than those given in the job description for the post and to work other hours as dictated by school commitments or the absence of colleagues. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headmaster. The successful candidate will be subjected to an Enhanced DBS check and be required to complete mandatory safeguarding training prior to taking up the post.

Person Specification

A. Professional Attributes

- honesty and reliability
- the ability to work as part of a team and communicate with staff at all levels
- self-motivation
- good organisational ability
- the ability to deal with changing priorities and to remain calm in an emergency
- ability to prioritise work and enjoy a varied routine
- basic cleaning/maintenance skills
- the ability to champion the vision and values of the School.
- a competence in IT is desirable.
- a commitment to continuing professional development.

B. Personal Qualities

- a positive and enthusiastic outlook.
- excellent communication, organisational and inter-personal skills.
- decisiveness, consistency and a focus on solutions.
- courage and conviction.
- resilience and optimism in the face of challenges.
- self-reliance and self-confidence.
- self-awareness.
- integrity.
- an attention to detail.
- a well-developed sense of proportion and humour.
- stamina to cope with the demands of the job.

C. Qualifications/Training and Likely Abilities

- Be aware of and understand the more common workplace regulations e.g. H&SAW and COSHH guidelines
- Literacy skills to complete forms and orders, write instructions, understand and follow health and safety and COSHH instructions
- Numeracy skills to check goods, check invoices, carry out stock control.
- Able to operate cleaning equipment, machinery and tools and undertake basic maintenance
- Have minor maintenance skills (e.g. plumbing, electrical, glazing, woodwork) to make safe.
- Understand basic administrative systems (lettings, time book, maintenance hotline, ordering)
- Able to take initiative and be proactive
- Can solve straightforward problems, respond to unforeseen circumstances (e.g. hazards, accidents etc)
- Previous experience in caretaking or related field (desirable)
- Clean driving licence (desirable)