

JOB DESCRIPTION

Post Title:	Caretaker
Grade and Salary Scale:	E SCP 15 - 17
Responsible To:	Head Teacher/School Business Manager

Purpose of the Post:

To provide an efficient, quality caretaking service, within River Tyne Academy Gateshead sites.

Duties and Responsibilities:

1. To ensure the premises are open for use as and when required.
2. The security of the premises, including setting alarm systems
3. To be the main key holder, undertaking call out and boarding up duties as and when required.
4. To ensure the premises are appropriately lit and heated.
5. To ensure that all outside areas of the site are in a clean condition and are free from hazards and debris, this will include: litter picking, spot cleaning, gritting & salting, removal of snow & ice from pathways and access routes and ensuring the removal of rubbish.
6. Porterage of goods and materials and the movement of furniture & equipment, taking delivery of goods and materials for distribution or storage.
7. Duties in connection with building refurbishment, usually of minor maintenance, including painting and decoration, minor plumbing, joinery and glazing work.
8. Cleaning duties as required, including: toilet cleaning, mopping, burnishing, vacuuming and dust damp wiping.
9. Assisting the Head Teacher / Building Management in ensuring contractors and staff comply with all Health & Safety policies and procedure within the premises.
10. Working flexibly to meet the demands of the building, including, responding to any usage after the normal building time, call out etc.
11. To carry out work in accordance with the site work schedule.
12. To deal with enquiries from staff, employees of the Authority, contractors and members of the public.
13. Working at different sites as required
14. Responsible for planning and delivering daily workload in accordance with site / management instructions.

15. To regularly inspect all sections of the building, ensuring all areas in and around the building are safe and maintained to a high standard of tidiness and cleanliness and all relevant legislation is adhered to (e.g. H&S, COSHH), carry out risk assessments where required and report any repairs required to the appropriate person.
16. To co-operate and contribute to developments to improve the service, including attending training courses as appropriate.

Skills & Attributes

- **Good communication and interpersonal skills**
- **To have good organisational skills**
- **To be able to work well individually, as well as a team**
- **To be able to use a range of tools and cleaning equipment**

	Essential x	Desirable x
QUALIFICATIONS:		
1. Good Standard of Education.		X
2. Current Full Driving License.	X	
KNOWLEDGE & EXPERIENCE		
1. Experience and understanding of Caretaking duties & responsibilities.	X	
2. Experience and knowledge of cleaning.		X
3. Ability to prioritise work.	X	
4. Able to use own initiative as required.	X	
5. Building Maintenance work, including minor repairs.	X	
6. Adaptability and Multi Skilled.		X
7. Good communication & Interpersonal skills.	X	
8. Must be willing to work at service times and various locations as required.	X	
9. Flexible & well organised.	X	