

School Caretaker

Grade D SCP 5 -SCP6

Group: Care Wellbeing & Learning
Location: Corpus Christi Primary School, Bensham, Gateshead
Service: Schools
Line Manager: Head Teacher

To be responsible for the security of the school and its contents, portering and handyperson duties and ensuring a clean and safe environment by undertaking various checks and cleaning tasks in line with health and safety regulations.

The key roles of this post will include:

1. To be responsible for opening premises, ensuring the premises are secured with all alarms set properly after use, and to undertake key-holder responsibilities.
2. To carry out daily check of the whole school site for any health and safety issues or defects.
3. To undertake cleaning of the specified part of the premises.
4. To monitor and take delivery of goods and materials as required.
5. To undertake risk assessments and fire safety procedures in line with health and safety regulations.
6. To monitor and undertake checks in relation to water hygiene and emergency lighting.
7. To move furniture, equipment and materials around the premises.
8. To undertake handyperson duties as required by the Head Teacher.
9. To act on reports of building defects as appropriate.
10. To be responsible for securing the premises after break-ins, vandalism and weather damage, including clearing up or arranging cleaning assistance to clear up the effects of the damage.
11. To ensure that all hard surface areas and paths are free from litter and snow, all gullies and drains are free flowing, and to conduct basic safety and/or hygiene tests.
12. To be flexible with working hours to suit the needs of the school.
13. Such other responsibilities allocated appropriate to the grade of the post.

Essential

- DIY Skills
- Organisation Skills
- Flexibility
- Good Communication Skills
- Team Worker but also able to work alone.

Desirable**Qualifications:**

- Any qualifications relevant to the job description.

Knowledge of:

- Undertaking risk assessments
- Health and Safety

Experience of:

- Similar work such as Handyperson, Cleaning or Security.

Communication	Expressing ideas and information clearly and in a way which helps people to understand the message.
Teamworking	Working with other Council employees to achieve results and develop good working relationships.
Being flexible	Adapting to change and working effectively in a variety of different situations.
Learning & developing	Actively improving yourself by developing new skills and knowledge, and learning from past experiences.
Making things happen	Organising yourself and taking responsibility for achieving results.