

## **JOB DESCRIPTION**

**POST TITLE :** Caretaker

**GRADE :** D (SCP 4)

**REPORTING:** Reporting to the Head of School

**JOB PURPOSE :** To clean the designated areas in line with the schools quality procedures and work programmes in a safe and efficient manner. To lock the school and ensure that it is secure.

### **MAIN DUTIES/RESPONSIBILITIES**

1. To clean all allocated areas which may include any or all of the following ;
  - a. Toilets and washrooms
  - b. Offices and classrooms
  - c. Corridors and walkways
  - d. School Halls
  - e. *(Please note this list is not exhaustive)*
2. Lead an established cleaning team
3. To respond to communication with customers / clients and colleagues.
4. To ensure that a high standard of work is maintained.
5. To comply with Health and Safety policy and systems, including COSHH regulations
6. Locking up of the school at the end of the school day ensuring that all windows and doors are secure.
7. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
8. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
9. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
10. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY DBS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Experience &amp; Knowledge</b>				D1	Previous cleaning experience in either industrial or contract setting	AF,I,R
				D2	Knowledge of Health and Safety practices at work	AF,I,R
<b>Skills</b>	E1	Good verbal communication skills	I, R	D3	Previous management experience	AF,I,R
	E2	Experience of working with a range of people	AF,I,R	D4	Previous experience of using a range of different cleaning equipment and tools	AF,I,R
	E3	Ability to maintain high standard level of cleaning	I,R,	D5	Manual handling training and experience	AF,C

<b>Special Requirements</b>	E4	Motivation to work with children	AF,I,R,D			
	E5	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D			
	E6	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D			

<b>Key identified</b>	<b>Stage</b>
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references