



Northumberland County Council
JOB DESCRIPTION

Post Title:	Caretaker	Director/Service/Sector: School		Office Use
Band: 3		Workplace:		JE ref: S1466
Responsible to: Head teacher		Date: February 2019	Lead & Man Induction:	HRMS ref:
Job Purpose: To provide Caretaking Services to designated properties.				
Resources	Staff	None – Lone worker		
	Finance	Provide cost estimates for maintenance work		
	Physical	Careful use of equipment. Cleaning. Stock control and ordering. Site security. Maintenance, improvement and development of the school building and site.		
	Clients	None.		
Duties and key result areas: Carried out in accordance with the specification for Caretaking Services, the Caretaking Operations Manual and normally under the general direction of the Headteacher, these include, but are not restricted to:-				
1. Maintain and monitor the cleanliness of the property and ensure that the building specification and standards are achieved.				
2. Adopt safe working practices in all aspects of work.				
3. Ensure that the security of the property is properly maintained, that users have access at the appropriate times and that an appropriate response is made in the event of a property related incident.				
4. Ensure that the heating and associated systems are operated and maintained in the approved manner, advise on conservation measures and take all necessary precautions against cold weather damage.				
5. Monitor the usage of electric and water supplies ensure that all reasonable and practicable measures are taken to minimise use and report abnormal consumption to the appropriate person.				
6. Monitor and report on the general condition of the property, undertake minor repairs as required and ensure all routine maintenance tasks are carried out in a timely manner.				
7. Draw up, or assist in the drawing up of specifications, for work to be undertaken by contractors.				
8. Carry out first line repairs and maintenance of the building such as:				
<ul style="list-style-type: none">• Plumbing work – eg. Repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing a washer etc.• Redecoration as appropriate• Plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of shelving or similar fittings;• Fencing and boundary repairs• Maintaining the raised beds and greenhouse in the grounds				
9. Organise and be responsible for maintaining a schedule of regular but less frequently required tasks such as window cleaning, cleaning gutters etc.				
10. Operate and maintain all ancillary plant and equipment as appropriate.				
11. Ensure that all ventilation, access and exit points operate effectively and that firefighting appliances are readily accessible and properly maintained.				
12. Ensure that the external areas of the property are kept free of litter and debris, litter and rubbish bins are emptied regularly and main access routes are kept clear of leaves, snow and ice as necessary.				
13. Undertake a range of general portage tasks that ensure the efficient movement of goods, equipment, furniture and other items around the property.				
14. Ensure that adequate stock levels of appropriate supplies are maintained and distribute supplies as necessary, and that corporate procedures are observed.				
15. Carry out regular checks on fire alarms and emergency lighting.				
16. Other duties appropriate to the nature, level and grade of the post.				

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Physical requirements	An active role involving walking, stretching, lifting and vacuum cleaners and polishers.
Transport requirements:	Disposal of waste and obsolete equipment.
Working patterns:	Determined by designated area, usage and contract of employment.
Working Conditions	Some outdoor work, gritting in Winter. External property repairs. Some exposure to cleaning agents but under controlled circumstances.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Caretaker		Director/Service/Sector:	Ref: S1466
Essential	Desirable		Assess by
Qualifications and Knowledge			
Considerable knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment. (a) A good general education demonstrating numeracy and literacy. (a) Understanding of health and safety requirements (including COSHH) and the ability to recognise and take action to avoid potential risks under Health & Safety legislation (a, i)	NVQ in General Maintenance and Housekeeping or equivalent. (a) GCEs in Maths and English (a) Recognised qualification in health and safety requirements (including COSHH) (a)		
Experience			
Previous relevant experience in a similar or related role. (a, l, r)	Relevant experience in a caretaking environment. (a, r) Experience in building maintenance. (a)		
Skills and competencies			
Strength, dexterity and co-ordination to use a range of cleaning tools and equipment. (i, r) Ability to carry out building maintenance tasks.(i, r) Ability to plan own workload and make effective use of time and resources. (i, r) Resourceful and works with initiative and without constant supervision. (i, r) Listens, consults others and communicates clearly. (i, r) Customer care skills. (i, r) Appropriately follows instructions to achieve set objectives. (i, r) Reliable and keeps good time. (r) Committed to the provision of quality services to achieve customer satisfaction. (i, r) Adapts to change by adopting a flexible and cooperative attitude. (i, r) Supportive and adapts to team working. (i, r) Demonstrates integrity and upholds values and principles. (i, r) Promotes equal opportunities and anti-oppressive practice in all aspects of work. (i, r)	A willingness to undertake job related training. (i) Skilled in a range of disciplines e.g. carpentry, plumbing, electrics, plastering (a, i) Familiarity with services particularly relevant to a rural school eg. Septic tank (i, r)		
Physical, mental, emotional and environmental demands			
Work from a standing position, need to walk, bend, lift and carry moderate weights. (i, r) Short periods of concentration dispersed throughout day, week and month. (i, r) Few emotional demands. (i, r) Mainly indoors but with some external work and some exposure to unpleasant conditions such as toilet areas. (i, r)			
Other			

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits