

Caretaker Level 2

Job Description

Grade:

Responsible to: Headteacher or designated line manager

Responsible for: Site staff as allocated

Job Purpose: To manage the school site to ensure a warm, safe, clean and secure environment in which children and staff can work effectively



Main Duties and Responsibilities

The following are a list of main duties and responsibilities of the post. The list is not exhaustive and the postholder is expected to undertake any other duties as may reasonably be required.

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required. Report findings to the appropriate member of the leadership team and ensure appropriate action is undertaken.
2. Produce health and safety reports for the Headteacher and Governors on site management issues.
3. Contribute to the management of the premises budget.
4. Act as a designated key holder, providing out of hours and emergency access to the school site.
5. Operate and regularly check systems such as heating, lighting, Fire Alarm and security (including CCTV and alarms).
6. Be responsible for the planning, operation and monitoring of a planned preventative maintenance programme and ensure routine maintenance inspections of buildings, fittings, fixtures, premises and grounds are carried out to identify areas requiring maintenance and repair to ensure work can be carried out efficiently.
7. Supervise and line manage site staff as allocated including recruitment and selection, performance management and appraisal and identification of any development needs.
8. Operate and respond to alarm systems as appropriate and check that alarm systems are working correctly to meet with Health and safety regulations and procedures.
9. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site such as painting and repairing/maintaining fixtures and fittings, erecting shelves etc. to ensure premises and fittings are safe and fit for purpose internally and externally.
10. Request and arrange emergency repairs.
11. To be responsible for ensuring simple plumbing repairs are undertaken when required such as unblocking sinks and drains, replacing tap washers etc. to ensure sanitary facilities are in good working order.
12. Oversee and quality assure the work of onsite maintenance contractors, checking that work is completed to required standards and within required timescales, and that appropriate health and safety and safeguarding risk assessments are completed and adhered to.
13. Oversee emergency cleaning duties i.e. cleaning of bodily fluids, graffiti removal etc. when necessary to ensure the school is maintained to a high standard.

14. Arrange, oversee and monitor the safety testing of portable electrical appliances and the annual fire equipment testing. Maintain accurate and up to date records to meet with regulations and procedures.
15. Monitor consumables and stock and/order supplies.
16. Undertake general portage duties, including moving furniture and equipment within the school and working at height following appropriate training.
17. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
18. Arrange and undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules and complete paperwork.
19. Ensure all areas are kept clean, free of litter and weeds and paths gritted or salted when applicable to ensure the environment is safe for use.
20. Ensure the safe storage and removal of hazardous materials.
21. Work with the Headteacher with the Health and Safety Audits and Risk Assessments and complete paperwork.
22. Attend any training courses relevant to the post, ensuring continual personal and professional development.
23. Drive the school minibus as required.
24. Maintain records relating to servicing of the minibus and other equipment.
25. Contribute to the maintenance of good order and positive behaviours in school.
26. Be aware of and comply with policies and procedures relating to safeguarding, child protection, behaviour, anti-bullying, anti-racism, equal opportunities health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
27. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of and adhere to Trust and school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
28. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

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Person Specification

Criteria	Essential/ Desirable
Education/Qualifications Possesses sufficient Literacy and Numeracy skills to be able to carry out role effectively	E
Experience	
Experience of working in a similar role	E
Experience carrying out repairs and maintenance tasks	E
Experience using tools and equipment competently and safely	E
Experience of working in an educational establishment	D
Previous experience working as a tradesperson	D
Skills/Knowledge	
Understanding of Health and safety legislation relating to a caretaking environment	E
Ability to work unsupervised showing initiative and strong time management	E
Willingness and ability to clean designated areas competently and to a high standard	E
Excellent interpersonal and communication skills with the ability to relate well to children and adults	E
Ability to use IT effectively	E
Excellent organisation skills	E
Working knowledge of undertaking risk assessments	E
Previous supervisory experience	D
Personal Attributes	
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: • Motivation and commitment to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Attitude to use of authority and maintaining discipline	E
Ability to work constructively as part of a team	E
Understanding of equality and diversity issues with the ability and commitment to promote and develop positive initiatives in all aspects of work	E
Committed to the Christian ethos and values of the school and Trust	E
Additional Requirements	
Proof of identity and eligibility to work in the UK	E
Satisfactory Disclosure and Barring Service check at Enhanced Level including Children's Barred List check	E
A minimum of two satisfactory references from current and previous employers (or education establishment if not in employment) that meet the requirements of Part 3 of Keeping Children Safe in Education	E
Proof of qualifications	E
Confirmation of mental and physical fitness for the post	E
Confirmation that the applicant is not disqualified from working in childcare (for relevant posts only – if caretaker will be required to supervise children)	E

