

Job Description:

Job Title:	Caretaker
Salary:	£17,772 - £18,746 pro rata
Scale:	O Grade
Hours per week:	30

Job Purpose:

To provide for the efficient cleaning, maintenance, safety and security of the school and the grounds at all times.

Duties:

The Caretaker will:

- apply all security procedures for the school's buildings and grounds, being the main key holder and liaising with relevant security companies.
- arrange for both routine and non-routine opening and closing of the school's buildings and grounds;
- ensure that the school's premises and furnishings are cleaned in accordance with the MAT's standards;
- clean the Caretaker's designated areas to MAT cleaning specifications;
- carry out general maintenance and minor or temporary repairs, as necessary;
- draw the attention of the School Business Manager to any necessary repair or maintenance work that is beyond the competence of the caretaking staff;
- liaise with and direct contractors and workmen to repair or maintenance jobs, and inspect their work after completion;
- supervise the work of the cleaning staff;
- test fire alarms at specified intervals, and maintain a log of outcomes;
- ensure that the heating plant operates economically and efficiently, together with the hot-water system;
- carry out frost-precaution procedures;
- order cleaning materials within a prescribed budget;
- maintain the site manager's time book, complete lettings, forms, claim forms and time sheets etc;
- operate within Health & Safety and COSHH regulations;
- carry out emergency procedures in the event of a fire, flood, break-in, accident or major damage;
- provide for emergency access to the school when necessary;
- take appropriate action to prevent trespass on the school grounds, and record incidents of trespass or vandalism;
- prepare for after-school activities, and ensure that the accommodation is ready again afterwards for normal school use;
- ensure that all playing areas and paths are litter free;
- inspect all drains and gullies to ensure that they are free-flowing and clean, and that any defects are reported;
- take delivery of supplies ordered by the school, and store them;
- ensure that adequate supplies of janitorial materials are available;
- ensure that cleaning equipment is in a safe and working condition.
- Set up for school events

Person Specification: Caretaker

	Essential	Desirable
Qualifications	None required	None required
Experience	The Caretaker should have experience of: cleaning work.	In addition, the Caretaker might have experience of: directing the work of others as a manager; working within an educational environment.
Knowledge and understanding	The Caretaker should have knowledge and understanding of: the varied roles of all staff in the educational process; efficiently coordinating the work of others in the team; the basic principles of site management; the importance of Health & Safety; techniques for the repair of damaged or defective equipment or resources.	In addition, the Caretaker might also have knowledge and understanding of: the contribution of both professionals and non-professionals to life-long learning; specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations.
Skills	The Caretaker will be able to: use practical skills to improve the site and buildings; motivate others in the caretaking and cleaning team through example and enthusiasm; deal with emergencies and problems in a positive and systematic manner; manage a small budget for resources; work alone when required, showing good self-motivation.	In addition, the Caretaker might be able to: use basic power tools and other equipment to make repairs and improvements; assess the quality of others' work, and support and advise where necessary; anticipate and reduce risk where possible; devise a suitable record-keeping system for monitoring expenditure and stock levels; develop more efficient and cost-effective ways of working; communicate effectively (both orally and in writing) to a reasonable standard.

1.33 Person Specification: Caretaker

Personal characteristics	Hard-working Honest Practical Reliable Versatile	
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