



## **Job Description**

### **Part Time Caretaker**

The post holder will report to the Site Manager. Apart from other colleagues in the school, the main contacts of the job are the Senior Management, teaching and other support staff, contractors and pupils.

#### **Main Purpose of the Job**

Under the direction of the appropriate senior staff within the school, assist in the provision of caretaking, maintenance and security services on school premises thereby ensuring a safe working environment.

To deputise for cleaning staff as and when required.

To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out where applicable.

To be responsible Key holder and ensure security of the premises and grounds, its contents and safe custody of keys and that all areas of the school are prepared for relevant use.

#### **Main Duties and Responsibilities**

1. Portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture and deliveries within the site.
2. To carry out basic maintenance and repairs in the school and reporting any safety hazards/unsafe practices in and around the building.
3. To use all equipment in a safe manner, and any faults/incidents are reported to the appropriate member of staff.
4. To monitor stock levels and equipment and advising appropriate person of requirement.

5. To undertake basic record keeping as directed.
6. To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development.
7. Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person.
8. To undertake any other duties that are commensurate with the grade.

## **Person Specification**

### **Caretaker Level 1**

#### **For this job we are looking for:**

Practical skills with an ability to carry out caretaking duties including cleaning, manual handling, security patrols and minor repair work.

Willingness to gain knowledge of health and safety procedures and precautions.

Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate.

Awareness of health and hygiene procedures.

Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures.

An ability to work as part of a team.

An ability to undertake all the physical aspects of the job and to use relevant equipment.

An ability to relate well to children and adults within the School environment.

The roleholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

#### **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.

Self-motivation and personal drive to complete tasks to required timescales and quality standards

The flexibility to adapt to changing workload demands and new organisational challenges

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users

Personal commitment to continuous self development

Personal commitment to continuous service improvement

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).