

**London Borough of Havering
Children, Adults & Housing Directorate**

Benchmark Job Profile

Job Title:	Schoolkeeper
Grade:	Grade 3 (Non-Supervisory) Grade 3 (Supervisory)
Model No:	32 & 33
Reports To:	<i>Headteacher or School Bursar</i>
Staff Managed (if any):	possibly part time an Assistant Schoolkeeper Team of cleaners

Job Purpose and Context

A Schoolkeeper will normally be in sole charge of a school site and be responsible for making sure the premises are safe, secure and ready for use on a day-to-day basis by pupils, staff and other school users. The Schoolkeeper may have an assistant and s/he may be required to live in specified premises for the better performance of the responsibilities of the post.

The main responsibilities of an Schoolkeeper will usually include:

- Cleaning, including cleaning at height
- Emergency maintenance and repairs
- Site safety and security
- Portering, which may include heavy lifting
- And monitoring the use of the school site by other people.

The amount of time spent on any of the duties above can vary from site to site and depend on the time of year and whether or not the school is in use. (Schools are often in use when pupils are not on the premises). The Schoolkeeper may supervise a group of cleaners or be responsible for monitoring the quality of cleaning provided by specialist providers.

Roles and Responsibilities

1. To remove loose dust and debris from floors, surfaces, plant and equipment by hand and/or using machines provided
2. To clean floors, potentially of a wide variety of different surface materials, by hand and/or machine and using a variety of cleaning products and chemicals
3. To clean furniture, fittings, soft furnishings and equipment
4. To clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas

5. To clean and remove body fluids using safe handling procedures
6. To refill and replace relevant consumables, for example, toilet tissue, hand towels, and so forth.
7. To clean vertical surfaces, including walls, doors, and partitions, which may include cleaning glass and working off steps and/or stepladders.
8. To remove rubbish and waste. This may include:
 - Removal of waste that requires safe handling procedures
 - Waste separation to comply with re-use and re-cycling processes
 - Removing waste classified as unsanitary, hazardous and/or dangerous.
9. To use the relevant procedures of the school to record breakages, repairs and maintenance and monitor the quality of work carried out by directly employed staff, service providers and contractors.
10. To carry out emergency repairs and maintenance and refer relevant work to specialists and contractors
11. To operate relevant machines and equipment and to make sure machines and equipment are maintained in safe condition
12. To contribute to the school maintenance and repair plan and to support its implementation, which may include the postholder carrying out relevant works
13. To carry out day-to-day maintenance and minor repairs on the school site, which may include works in the buildings and the grounds
14. Porterage. To move furniture, equipment, plant, supplies and stores – in accordance with current health and safety standards.
15. To receive goods delivered (of a wide variety of types) and ensure that these are moved and stored in accordance with the procedures of the school
16. The day-to-day supervision of the team of school cleaners
or
monitoring the performance of the cleaning service to make sure that the relevant work is carried out
17. Where relevant, the day-to-day supervision and work allocation of the assistant schoolkeeper
18. To be responsible for safety, security and appropriate energy conservation within the school, including acting as a key holder and organising access, including emergency access, to the school site

19. To take appropriate action to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment
20. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job
21. To complete school based induction and any subsequent training required to improve performance.
22. To take part in the school performance management system.

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.
2. This is a new job description for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

**London Borough of Havering
Social Care & Learning Directorate**

**Schoolkeeper
Benchmark Person Specification**

Skills And Abilities	Essential	Desirable	Assessed By
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to work independently and lead and supervise the work of the team	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults	√		Application & interview
Ability and willingness to carry out the instructions of supervisors and managers	√		Interview
Ability to learn and apply basic ICT skills to the needs of the job		√	<i>Interview</i>
Displays commitment to the protection and safeguarding of children and young people	√		Application & interview
Knowledge			
An understanding of health, safety and security issues in schools	√		Interview
An understanding of the various cleaning methods and techniques	√		Application & interview
An understanding of basic cleaning chemicals and products and their appropriate use in accordance with the COSHH regulations	√		Application & interview
The know-how to assess and carry out minor repairs and maintenance	√		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	√		Application & interview
Qualifications and Experience			
Willingness to successfully complete the range of training relevant to the job	√		Interview
GCSE at level A – C in English and mathematics or equivalent		√	Application
GCSE CDT at level A-C		√	
Between three and five years relevant experience as a schoolkeeper/caretaker		√	Application & interview
Willingness and motivation to develop own skills and work towards NVQ Level 2 Cleaning and Support Services (Caretaking)		√	Interview

