**JOB PROFILE: CARETAKER**

**Job Title:** Caretaker

**Grade**: APTC 4 Spinal Points 7.0 to 10.0

**Reports to:** Senior Caretaker

**Staff Managed:** None

**Job Purpose and Context**

Will usually work with a Caretaker or as part of team of Caretakers who report to a Site Manager/Premises Manager to make sure a school site is safe, secure and ready for use by pupils, staff and other school users.

Main responsibilities include:

* Cleaning, including cleaning at height
* Emergency repairs
* Site safety and security
* Portering, which may include heavy lifting
* Monitoring the use of the school site by other people, including Saturday lettings

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).

**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:

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| * 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 |

1. To use the relevant procedures of the school to record work carried out.
2. To carry out any instruction given by the Senior Caretaker within the skills and experience of the post holder. This may include plumbing, electrical work, glazing, and carpentry, painting and decorating and general areas of work.
3. To note breakages, repairs, or maintenance required and inform the relevant supervisor
4. To operate a variety of machines and equipment, reporting faults to the Senior Caretaker where relevant.
5. To carry out emergency repairs and maintenance
6. To carry out minor repairs and maintenance on the school site
7. Portering. To move furniture, equipment, plant, supplies and stores – in accordance with current health and safety standards.
8. 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.
9. To assist with safety, security and appropriate energy conservation within the school and arrange for access, including emergency access (where relevant).
10. To assist with monitoring people on the school premises.
11. To work, support and cooperate with others to make sure the responsibilities of the post are carried out.
12. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment and to report health, safe and security concerns to the Site Manager.
13. 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.
14. To complete school based induction and any subsequent training required to improve performance.
15. To take part in the school performance management system, including attending meetings where necessary.

**Note:**

The School expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that it not specified in the job description but which is within the remit of the duties and responsibilities.

**Person Specification: Caretaker with Health &Safety Responsibilities**

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| **Skills and Abilities** | **Essential** | **Desirable** | **Assessed By** |
| Ability to organise one’s own work, to prioritise tasks and keep to deadlines | Y |  | Application & Interview |
| Ability to work independently and support the work of the team | Y |  | Application & Interview |
| Ability to be flexible and respond effectively to the ‘unexpected’ | Y |  | Application & Interview |
| Ability to communicate and interact effectively with adults | Y |  | Application & Interview |
| Ability to manage the financial resources of the school to best practice standards | Y |  | Application & Interview |
| Ability and willingness to carry out the instructions of supervisors and managers | Y |  | Interview |
| The ability to apply ICT skills to the needs of the job | Y |  | Interview |
| **Knowledge** | | | |
| A thorough understanding of health, safety and security issues and relevant legislation affecting schools | Y |  | Interview |
| An understanding of the various cleaning methods and techniques |  | Y | Application & Interview |
| An understanding of basic cleaning chemicals and products and their appropriate use in accordance with the COSHH regulations | Y |  | Application & Interview |
| The know-how to assess and carry out minor repairs and maintenance | Y |  | Application & Interview |
| **Qualifications and Experience** | | | |
| Willingness to successfully complete the range of training relevant to the job | Y |  | Interview |
| GCSE at level A – C in English and mathematics or equivalent |  | Y | Application |
| Relevant certification of practical skills and knowledge |  | Y | Application |
| Between three and five years relevant experience as a school keeper/caretaker | Y |  | Application & Interview |
| Willingness and motivation to develop own skills and work towards NVQ Level 4 of the Chartered Institute of Housing (or equivalent) |  | Y | Interview |