



JOB DESCRIPTION

Caretaker with flexibility across all 3 schools.

Hours 36 hours per week, 52 weeks per year including training days.

Start time 7am – 3pm

Daily timetable to be negotiated with the Executive Headteacher and School Business Manager

Scale Scale 4 – (FTE £29,346)

General Principles:

Responsible to the School's Governing Body under the direction of the Executive Headteacher and School Business Manager.

The Caretaker is responsible for ensuring that the grounds of the schools (including the school field), are maintained at what, in the Governors' /Trustees opinion, is the highest possible level of cleanliness and appearance.

To role will be based at St. Mary's School Norwood Green and BWI with flexibility to work across the schools as and when needed.

Main activities and duties:

The Caretaker must ensure attendance on site throughout his/her period of duty. His/her whereabouts should be known to the SBM and Head of School and he/she must be easily contactable. He/She will be a key holder.

Responsibilities

- Respond to all reasonable requests as made by the Heads of School and SBM
- To be a fully participating member of the School Communities. To be involved with the children and staff of the school in events and activities within and outside the school as appropriate. Like all members of staff, to be a model for the children of good relationships, attitudes and behaviour.

Health and Safety

- Ensure that all work carried out is done with due regard to the Health and Safety Policies and Regulations
- Log jobs on the on-line system
- Liaise with the Head of School, Admin. Officer, and Welfare Assistant to deal with emergency situations in accordance with the school's Health and Safety Policy
- Ensure all contractors and visitors are managed according to required Health and Safety guidelines
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction
- Ensure that inflammable materials for use around the site are stored safely
- Ensure that dangerous substances and equipment are used and stored safely
- Maintain the play area and school field



- Remove rubbish from the site as and when necessary
- Grit walkways in icy weather as per the Health and Safety Policy
- Assist with the moving of furniture and equipment as required

Security

- In partnership with all other members of staff, maintain the security of the school site by being vigilant re: strangers, and reporting any concerns
- Locking/unlocking the school site according to an agreed rota with SLT, ensuring the site is safe and secure

Services, Maintenance and Repairs

- Oversee, with the Head of School, the maintenance of the school site and the immediate areas outside school
- Support with the supervision of cleaning staff/school lettings as necessary
- Ensure maintenance, repairs and inspections of equipment are conducted in accordance with School Health and Safety regulations
- Undertake some external and internal redecoration to an agreed programme, possibly during the school holidays
- Retrieve balls etc. from the roofs of the school buildings at times.

A detailed description of the many tasks that an Assistant Caretaker could be asked to do is prohibitive. Many of the tasks are subject to negotiation between the Head of School and the Governing Body.

Assistant Caretaker - Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working alongside people as part of a team • An understanding that the needs and safety of the children, staff and parents are of prime concern • Work effectively both independently and as part of a team • An awareness of the need for strict hygiene and cleaning standards 	<ul style="list-style-type: none"> • Working in a school environment • Commercial building • Grounds work
Qualifications	<ul style="list-style-type: none"> • Basic training and/or sound experience in one or more of the following: plumbing; general maintenance; electrical/building maintenance; heating systems; grounds work • Good numeracy and literacy skills 	<ul style="list-style-type: none"> • Have worked in a similar environment using similar skills • Experience or expertise in areas of DIY • Relevant qualification or training in Health and Safety



<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Good, strong organisational skills • Ability to prioritise, plan, schedule and evaluate work • Ability to be proactive and work on own initiative and manage own workload, within a budget as set by SBM • Commitment to the security and wellbeing of the school • A willingness to undertake as necessary, training in all aspects of the job including health and safety • Able to communicate effectively verbally and in writing • Ability to establish positive relationships with children and empathise with their needs • Hold a full, clean driving licence • Able to operate electrical/mechanical systems 	<ul style="list-style-type: none"> • Experience of security systems • Some evidence of administration skills eg. record keeping; time sheets • Knowledge and experience of Health and Safety regulations
<p>Personal qualities and attitudes</p>	<ul style="list-style-type: none"> • Enthusiasm • Sense of humour • Flexibility • To be a proactive member of the school community • Hard working • Common sense and initiative • An understanding of the key elements of safeguarding practice • Ability and commitment to contribute fully to the tasks in school • To uphold the ethos of our school • Willing to participate in further training and development • Ability to maintain confidentiality on all school matters • Ability to cope efficiently with competing demands 	<ul style="list-style-type: none"> • A willingness to contribute to the wider life of the schools
<p>Physical requirements</p>	<ul style="list-style-type: none"> • Fit and able to carry out duties • Ability to work at height, unsupervised • Ability to do some heavy lifting 	