

Job Description			
Title CARETAKER Grade 2	School: Forest Town Primary School	Post Ref May 2018 Profile Premises 4	
Job Purpose Under the direction and instruction of the site manager, to undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portering and maintenance of school sites and premises thereby ensuring a safe working environment			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Assisting with the security of the premises together with its contents. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism if applicable. 2. Attending to the heating of the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported 3. Cleaning of designated areas in the establishment including overhead kitchen canopies, removing graffiti from internal & external surfaces 4. Carrying out portering duties as and when required 5. Carry out minor repairs or works as identified by the site manager, Head teacher or senior staff 6. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises 7. Giving adequate supervision and directive advice to cleaning staff where applicable 8. Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings 9. In cases of emergency outside the working week e.g. intruders, fire, floods, etc be required to attend for such as required 10. Attend to the heating of the premises at weekends during the approved winter period when necessary and required 11. Ensuring the cleaning of internal glass and windows 12. Setting out furniture 13. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions 14. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures 15. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team 16. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school 			

Grade 2 Premises- Caretaker

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Person Specification	
<p>Education and Knowledge Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of maintenance duties. Knowledge of a range of procedures for the maintenance and repair of premises and sites, security and heating, health & safety, COSHH regulations, supervision of cleaning staff</p>	<p>Personal skills and general competencies</p> <p>Ability to relate to other staff in school as well as the pupils and parents Willingness to work flexibly in order to meet the needs of the school and the site manager Suitability for working with children (this is mandatory under DfE Safer Recruitment guidelines).</p>
<p>Experience Experience of caretaking responsibilities is highly desirable.</p>	

Factor Information

The factor definitions are outlined below and are specific for the job description and reflect the appropriate level from the NJE scheme that are commensurate with the level of responsibility and competences required for the role as described in the Job Description. If you have amended the standard information you should insert any additional information that you believe would impact on a factor.

Some factors have options (a) or (b) you should indicate which option best describes the job by placing a tick in the relevant box.

Factor		Factor Definition and Relevant Job Information
1	Knowledge	Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of maintenance duties. Knowledge of a range of procedures for the maintenance and repair of premises and sites, security and heating, health & safety, COSHH regulations, legionella testing, supervision of cleaning staff.
2	Mental Skills	Some basic assessment of the factors with regard to a range of problems or issues may be necessary before deciding on the best course of action e.g., repair and maintenance of fixtures and fittings, acts of vandalism, the presence of asbestos, fault on heating system.
3	Interpersonal/ Communication Skills	Required to communicate with colleagues, teaching staff & pupils/members of public with regard to their own duties e.g. liaise with utility companies and the emergency services to facilitate access for maintenance and repair and provision of lettings information.
4	Physical Skills	Use of powered equipment and associated materials eg, drills, saws, buffing machines, vacuum cleaners, jet washes.
5	Initiative & Independence	Works within established routines and practices but occasionally uses discretion to respond to changed priorities or unplanned circumstances with supervisory support available when areas of difficulty are faced.e.g. acts of vandalism, break down of heating & electrical system, flooding, etc.
6	Physical Demands	Walking, bending, stretching, lifting, moving and handling furniture and equipment form a significant part of the job. Working in constrained areas will also be occasionally required.
7	Mental Demands	Sensory concentration applied working within a school environment using powered maintenance equipment and awareness of challenging behaviour/actions of pupils.

8	Emotional Demands	Duties are unlikely to require the job holder to deal with individuals whose circumstances may leave the job holder feeling upset, aggrieved, or angry e.g. dealing with those who have physical or mental impairments, or are suffering from serious illness (People related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor).
9	Responsibility for People	Providing a safe, maintained and secure environment for staff, pupils & members of the public.
10	Responsibility for Supervision	Job holder has no direct responsibility for the management of other employees. May provide adequate day to day supervision and directive advice to cleaning staff where applicable.
11	Responsibility for Financial Resources	Job holder has no direct responsibility for financial resources. The handling of small amounts of cash/cheques or equivalent may be necessary or the receipt of the same to pass to others to action.
12	Responsibility for Physical Resources	Responsible for the security and safekeeping of allocated buildings, site facilities, furniture, materials, equipment and site services. Use and basic maintenance of powered equipment and reporting of damage, faults or concerns, key holder responsibility which may be shared with other staff e.g. testing of fire alarm and sprinkler system, legionella testing, maintenance of swimming pool/hydrotherapy pool.
13	Working Conditions	The post will involve some exposure to disagreeable conditions e.g. unblocking drains, gulleys and toilets, bodily fluids (vomit, blood), picking up litter and may require the job holder to deal with angry, upset, aggressive or abusive pupils and parents/carers who may contact the school on the phone or in person, which exposes the job holder to some unpleasantness and discomfort.

Date: May 2018