

Believe Academy Trust	
POST TITLE: Caretaker	GRADE: 3
RESPONSIBLE TO: Facilities and Operations Director/Head Teacher	
DATE: May 2018	

### **Job Purpose:**

To be responsible for the basic maintenance, security and cleanliness of the school premises, ensuring the school premises complies with all aspects of health and safety policy so that pupils are able to learn in a safe, secure and high quality learning environment.

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

1. Be the primary keyholder for the school site, including additional late evening locking as required, ensuring site security is maintained at all times.
2. To attend the premises in response to any cases of emergency, e.g. fire, intruder, floods, etc.
3. Notify the Headteacher/Facilities Director of any break-ins or thefts from the school.
4. Ensure that all work areas and fire escape routes are kept clear of obstructions.
5. Ensure that all exterior surfaces are kept in a clean and tidy condition, including the removal of litter, cleaning of drains and gullies and the de-icing and clearing of access routes around the school of snow and ice during the winter months.
6. Inform the Headteacher of any incidents or suspected hazards and take temporary precautions as appropriate.
7. Ensure the efficient functioning of heating, lighting and plumbing through regular checks, check other equipment on a regular basis for safety.
8. Carry out minor repairs in the course of daily tasks. Report any need for more extensive work or repair to the Facilities Director.
9. Daily supervision of the cleaning team, ensuring the school buildings and playgrounds are cleaned to a high standard and prepared for use on a daily basis.
10. Ensure all areas of school are clear of litter including emptying bins as appropriate.
11. Monitor any external contractors on site undertaking repair work including checking that work is completed satisfactorily.

12. Ensure any premises equipment is maintained correctly under Health and Safety regulations to comply with the school's health and safety policy especially in respect of cleaning fluids.
13. Ordering of cleaning supplies, within an agreed budget.
14. Moving furniture or equipment under the direction of the Headteacher for any special events in the school including setting up the stage for school productions.
15. To attend the site during any external events such as elections, lettings etc. ensuring the site is kept secure at all times.
16. Refill and replace consumables such as toilet rolls, paper towels etc..
17. Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Other Information:**

The post holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The post holder will be working in regulated activity and will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

## PERSON SPECIFICATION

Requirements	Essential / Desirable	Evidence/assessed
Good organisation skills in relation to managing own workload and that of others	E	Application / interview
Ability to supervise and motivate others to achieve high standards of work	E	Application / interview
Knowledge and experience of general building maintenance	E	Application / interview
Working knowledge of H&S and building regulations	E	Application / interview
Ability to work well as part of a team	E	Application / interview
Ability to communicate effectively with others	E	Application / interview
Be able to work independently with minimal supervision	E	Application / interview
Take pride in their own work, ensuring high standards are maintained	E	Application / interview

Willing to work in line with safe working practices	E	Application / interview
Ability to work effectively and flexibly as a member of the school's premises team	E	Application / interview
Willing to undertake any training that is relevant to the duties of the post	E	Interview
Ability to maintain confidentiality at all times	E	Application / interview
The ability to converse at ease with members of the public and provide advice/information in accurate spoken English	E	Interview