

ROSECROFT PRIMARY AND NURSERY JOB DESCRIPTION

Name	
Job Title	Caretaker (37hours per week split shift – Term Time + 4)
School	Rosecroft Primary School and Nursery
Pay Scale	Scale C
<i>Responsible to</i>	

Job Summary:

The post-holder will work under the direction of the School Business Manager/Headteacher and in accordance with the practices and procedures of the school, to ensure that the school premises and contents are properly maintained, secured and ready for use as well as helping to ensure that the school is clean and tidy.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes/priorities identified within the school.

The caretaker has 24-hour responsibility, under the direction of the School Business Manager/Headteacher, for the security of the school premises. Within this the hours of attendance for work will be determined by the needs of the school and undertaken with agreement with the School Business Manager/Headteacher. Key-holder responsibilities extend beyond regular working hours to cater for emergencies at any time, day or night.

This job description does not form part of a contract of employment. It describes the way in which the post-holder performs and completes the particular roles and responsibilities outlined below.

Roles and Responsibilities:

- To be responsible to the School Business Manager/Headteacher for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc.
- To unlock and lock up for pre-planned lettings and meetings.
- To take the responsibility to be on-call 24 hours a day, 7 days a week being a point of contact when school security systems alarms are activated to ensure the security of the school outside of normal hours.
- To ensure that heating and lighting systems and other equipment are working properly.
- In the absence of the School Business Manager/Headteacher, to monitor the work of the cleaners.
- To allow access to authorised maintenance or building contractors and ensure that they are aware of any potential hazards connected with their presence on the premises, having regard to current legislation, eg, Legionella, Asbestos, Fire and general Health & Safety.
- To be fully aware of and to comply with all instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
- To ensure compliance with COSHH.
- To undertake portorage and handyperson duties, including moving goods and furniture, repairs to property, fixtures, fittings and equipment (within current or future risk assessments).

- Under the direction of the School Business Manager/Headteacher and in the absence of cleaners, to clean designated areas and to ensure that they are kept in a clean and hygienic condition
- To assist the School Business Manager/Headteacher in maintaining and operating plant and equipment
- To undertake general duties, such as collection and distribution of mail, dealing with lost property, general cleaning of store rooms and boiler rooms, obtaining or storing equipment and materials for teaching and other staff
- Under the direction of the School Business Manager/Headteacher to take responsibility for the duties associated with a reasonable number of evening and weekend lettings
- To undertake outside duties, for example, clearance of drains and gullies, general tidying, clearing of rubbish, ice and snow clearance, etc.
- To undertake annual portable appliance testing, legionella testing and fire alarm point testing
- To perform such other duties of a like nature as may from time to time be required by the School Business Manager/Headteacher.

To safeguard and promote the welfare of children:

This includes:

- The responsibility to provide a safe environment in which children can learn.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff than have a responsibility to take appropriate action, working with services as needed.

Salary and Working Hours

The salary is in accordance with current caretakers pay scale for 37 hours per week Term time (split shift) + 4.

The caretaker has 24-hour responsibility, under the direction of the School Business Manager/Headteacher, for the security of the school premises. Within this the hours of attendance for work will be determined by the needs of the school and undertaken with agreement with the School Business Manager/Headteacher. Key-holder responsibilities extend beyond regular working hours to cater for emergencies at any time, day or night.

Any hours worked (by agreement with the school) over and above the contracted hours of 37 per week, will either be paid, or (with agreement) taken as lieu time.

Annual Leave

Annual leave is to be mainly taken during the school closure periods by prior arrangement with the School Business Manager/Headteacher.

Safeguarding

This includes:

- The responsibility to provide a safe environment in which children can learn
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff than have a responsibility to take appropriate action, working with services as needed

Code of Conduct:

Employees are bound by the school's Code of Conduct and should read this in conjunction with their Job Description. Employees should pay particular attention to standards of Professional Behaviour both in work time and outside of school hours.

GDPR

The school processes any personal data in accordance with its data protection policy. Staff should ensure that they familiarise themselves with the Staff Privacy Notice, Data Protection Policy and Retention Schedule.

Review
 This job description may be subject to modification or amendment at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the postholder's professional responsibilities and duties.

Signed: _____ Date: _____

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Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Significant experience or skills in a trade or maintenance environment 	<ul style="list-style-type: none"> • Experience of working in a school with pupils of relevant age or in an appropriate learning environment. • Basic knowledge of first aid. • Risk assessment experience • Staff Management experience and working as part of a team.
Education/Training and Qualifications	<ul style="list-style-type: none"> • Full Clean Driving License • Right to work in the UK • Maths and English GCSE at Grade C or above (or equivalent) • Recognised training in one or more of the following: plumbing, general and grounds maintenance, heating systems, electrical/building maintenance (or sound experience of the same) 	<ul style="list-style-type: none"> • MIDAS trained/Minibus license
Skills and Knowledge	<ul style="list-style-type: none"> • Practical understanding of health and safety and security procedures/practices and able to apply regulations such as health and safety, manual handling, COSHH, Legionella, Fire Safety etc • The ability to operate and understand electrical/mechanical systems • Competent as basic building repairs and maintenance • Ability to perform physical tasks required by the post including lifting, carrying and 	<ul style="list-style-type: none"> • Good communication skills • Sound planning and negotiating skills, ability to gather information, analyse data and problem solve • Ability to adapt to changing and conflicting demands • Ability to prioritise and manage workflow whilst maintain a flexible approach to respond to urgent requests. • Knowledge of DIY equipment

	<p>pushing various equipment to undertake the duties of the post</p> <ul style="list-style-type: none"> • Good numeracy, literacy and ICT skills • Ability to manage own time effectively and demonstrate initiative including establishing proprieties. • Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school • Ability to manage people directly and indirectly and work with other trades as needed to ensure the smooth running of the school. • Ability to use computer control systems and undertake basic administrative tasks on the computer • Ability to monitor and report on structural faults and repairs. 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to relate to and build good relationships with pupils, parents and colleagues • Committed to Safeguarding of pupils • Willingness to work in a close team situation • Able to be flexible and adaptable • Positive attitude • Able to maintain confidentiality in dealing with a range of sensitive matters and conduct self with high levels of professionalism and personal expectation. 	<ul style="list-style-type: none"> • Committed to own continued professional development. • Flexibility of working hours to meet the needs of the school.