

JOB DESCRIPTION FOR SUPPORT STAFF



JOB TITLE: Caretaker

REPORTS TO: Business Manager

PURPOSE OF THE JOB

Under the instructions/guidance of line manager provide maintenance and security services on school sites and premises, taking into account health and safety policies and procedures.

To supervise the work of the cleaners/general assistants ensuring that the work is carried out to required standards.

To oversee and monitor lettings where and when appropriate.

STAFF MANAGEMENT/FINANCIAL MANAGEMENT

The position is responsible for managing staff or a budget.

PRINCIPAL ACCOUNTABILITIES

- Act as a keyholder for the school where it is considered necessary by the Head Teacher and to be responsible for the routine and non-routine (emergencies) opening and closing of the premises;
- Ensure Health and Safety standards across the site are met and maintained;
- Ensure the satisfactory maintenance/repair of equipment and that where necessary adequate stocks are maintained;
- Where appropriate ensure the operation and maintenance of *specialised* equipment following training, for example sports/theatrical equipment;
- Undertake day to day supervision and monitoring of cleaning/general assistant staff, including checking the quality of work carried out and undertake staff training where necessary;
- To be responsible for the ordering and safe storage of cleaning equipment and materials;
- Arrange for the movement and storage of furniture and resources within the school;
- Undertake repairs and DIY projects;
- Report trespass, theft or unauthorised parking of vehicles to appropriate person;
- Monitor the heating, lighting and hot water systems of the premises including taking necessary frost precautions;
- Report system failures to the appropriate person;
- Manage the operation and regular checking of security systems i.e. including CCTV, security devices, fire appliances, door entry systems and security and fire alarm systems;
- Manage the routine monitoring of perimeter fences and access areas,
- Act as school contact for premises related contractors and oversee onsite maintenance contractors including gardening contractors;
- Check maintenance work is completed to required standards and within required timescales;
- Keep records up to date;

- Support the Business Manager’s in the production of PFF Governor reports, Health and Safety policies, Risk registers, and decoration, maintenance and cleaning schedules;
- Undertake PAT testing for the school;
- Manage and assist with portering duties;
- Organise for the collect of waste;
- Ensure the environment is kept tidy i.e. Litter picking
- Ensure the accidental spillage of bodily fluids are quickly cleared away; adhering to health and safety procedure;
- Ensure that halls and meeting rooms are set out as required for meetings, assemblies and other events i.e. examinations and cleared away afterwards;
- Ensure that fire call points, intruder alarms and emergency lighting are tested as required.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

General Requirements

All school based posts are defined as Regulated Activity and therefore the post is subject to an Enhanced with Barred List DBS check.

All employees are expected to share this commitment, to follow MKET’S safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

Commitment to uphold MKET’s Equality and Health and Safety Policies

All staff must follow the MKET Code of Conduct

All staff must have an understanding of the requirements of Data Protection and confidentiality in the workplace

Caretaker

We confirm that this document conveys a full and accurate description of the job as at 1 January 2016:

Signed:
Postholder **Line Manager**

NECESSARY KNOWLEDGE, EXPERIENCE AND SKILLS		
	ESSENTIAL	DESIRABLE
Education/Qualifications	Full clean Driving Licence	
		Authority to drive D1 Vehicles (minibuses or PSC licence)
	Willingness to undertake further work related training	
Experience		Working in a school
	Experience of maintaining equipment and materials in accordance with Health & Safety requirements	Previous cleaning/caretaking experience
	Basic IT Skills	
Job Related Skills	Effective organisational skills	
	Ability to work on own initiative	
	Routine vehicle maintenance skills	
	Practical Skills, e.g. general maintenance and DIY	
	Commitment to quality and continuous improvement	
	Accuracy and attention to detail	
	Team orientated	
	Ability to meet deadlines	
	Good communication skills	
Other Requirements	Willingness to be flexible with working hours and days to respond to school's needs to include weekends	
	Enhanced DBS Certificate	
	Commitment to uphold School's Equal Opportunity Statement	
	Promotion and safeguarding the welfare of all students	
	Adherence to the staff Conduct Guide and the Computing Code of Conduct	