

Job Description & Person Specification

Kingsway Primary School
Valley Gardens
Gloucester
GL2 2AR

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Job Title: Caretaker

Accountable to: Head Teacher

Job summary:

Under the direction/instruction of senior staff: Provide a clean and hygienic school environment which meets specified cleaning standards. Provide maintenance, security and facilities management services on school sites and premises. Lock up after Lettings.

Roles:

The Caretaker is responsible, through the Site Manager, for a wide range of duties and responsibilities connected with the fabric and grounds of the school. The principal responsibilities are detailed below:

Duties and Responsibilities

1. Lock/unlock school buildings and areas
2. Assist with regular security checks
3. Operate alarm systems where appropriate
4. Provide emergency access to the school site (evenings and holidays)
5. Supervise the departure of pupils, parents and members of the public off school site every afternoon (3.10 to 3.25pm)
6. Promote and ensure the health and safety of pupils staff & visitors at all times
7. Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
8. Painting of all internal spaces against an annual schedule
9. Operation of heating plant, cooling and lighting systems
10. Undertake regular site inspections
11. Identify defects and record repair and maintenance requirements (large tasks) and carry out smaller tasks
12. Collect and assemble waste for collection (all non-recyclable waste)
13. Undertake cleaning duties including litter-picking and the cleaning of internal windows (not internal door glass)
14. Undertake emergency cleaning duties
15. Undertake routine preparation in connection with premises-related contractors, e.g. cleaning, grounds maintenance
16. Assist with the maintenance of specialist sports equipment following specialist training
17. Undertake activities to maintain safe and clean external environment e.g. gritting, weed pulling
18. Undertake weekly outdoor gardening tasks to ensure planting is enhanced and healthy
19. Ensure footpaths, car parks, shrubberies and paved areas are kept in a clean and tidy condition.
20. Ensure the maintenance of a clean and orderly working environment

21. Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
22. Undertake basic record keeping as directed
23. Refill and replace consumables e.g. soap & towels
24. Report faulty equipment & other maintenance requirements to site manager
25. Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
26. Ensure lights and other equipment are switched off as appropriate
27. Assist and participate in the organisation and movement of furniture within the building
28. Assist with the receipt, distribution, collection and despatch of goods
29. Arrange orderly and secure storage of supplies
30. Operate everyday equipment in accordance with instructions
31. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
32. Contribute to the overall ethos/work/aims of the school
33. Attend relevant meetings as required eg staff meetings and INSET days
34. Participate in training and other learning activities and performance development as required
35. Treat all users of the school with courtesy and consideration
36. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
37. Perform such other duties as reasonably corresponding to the general character of the post.

Working Time: 10 hours per week

Specified working hours: between 1.30pm and 3.30pm daily depending on the needs of the school, term time only plus a minimum of 40 hours during school holidays (decorating and additional seasonal gardening)

Special Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School's strategic plan and in consultation with the post holder.

Kingsway Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed:

Head Teacher/ Line Manager's signature:

Date:

Post-holder's signature:

Date:

PERSON SPECIFICATION

Caretaker

- Able to understand and apply regulations (such as health & safety, manual handling regulations etc.).
 - Able to operate electrical/mechanical systems.
 - Competent at basic building repairs and maintenance.
 - Use of small industrial/electrical/mechanical equipment
 - Previous experience of working in a school environment may be beneficial.
 - Having a practical skill set including basic carpentry and plumbing
 - Able to use small electrical equipment
 - Basic ICT skills/knowledge of ICT systems.
 - Able to regularly handle and carry heavy items
 - Honest, reliable and responsible approach to work
 - Conscientious and flexible
 - Ability to communicate effectively and confidently with other staff, students, parents, hirers and members of the public.
 - Ability to identify own training needs and willingness to participate in training and development opportunities
 - Ability to organise and supervise the work of contractors on site.
 - A proven record of a high level of attendance at work.
 - Able to show initiative and work proactively.
 - To comply with the School's commitment to the protection and safeguarding of children
 - Willing and able to start work early and late when required.
 - Be on call for emergencies
 - Must be flexible with regard to working hours
 - To comply with School Policies.
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