



Valley Gardens Middle School

Job Description

Job Description		
Role Title	Typically reports to	
Caretaker	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
CT3	6	30/11/2022
Purpose of the role (job statement)		
<p>To work under the instruction/guidance of the headteacher or designated member of staff and in accordance with the practices and procedures of the local authority. The Caretaker will be responsible for security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities). Lighting, heating and cleaning premises including maintenance and operation of plant; portorage and handy person duties and such other duties which may arise from the use of the premises.</p> <p>The Caretaker will supervise other staff who may include an Assistant Caretaker or Cleaner as instructed by the headteacher or designated person.</p>		
Main Duties:-		
<ul style="list-style-type: none"> ● maintain good relationships with children, parents, governors and visitors to the school ● be the main keyholder for the school and the first contact for emergencies out of hours ● assist the office with deliveries and visitors/contractors to the school ● accompany visitors/contractors, who do not hold a DBS certificate whilst on the premises ● advise the finance department of any cleaning, maintenance and toilet shortages for ordering supplies ● move furniture and equipment, as required, within the regulations for safe handling ● assist in setting up the hall for assemblies and special functions ● retrieve items from the school roof, as required ● accommodate any reasonable requests for lettings and community use out of hours ● attend relevant courses and training in connection with all aspects of the post ● be responsible for the daily inspection of school premises and ensure that no hazards prohibit the safe use of the building or grounds ● report any damage to the headteacher or designated person and the appropriate authority and organise any necessary emergency repairs ● check that any remedial work has been carried out effectively and appropriately ● ensure that the building is suitably secure when not in use: this will include checking that windows are closed, all exits are locked and gates padlocked ● regularly check that fire equipment, alarm and security systems are inspected and recorded accordingly: this will include the maintenance of the fire drill register. ● clearing pathways in snowy or icy conditions ● ensure that relevant health and safety knowledge is kept up to date 		

- be responsible for appropriately cleaning any accidental spillages in school or grounds when on duty
- ensure that litter bins are placed in designated positions and emptied daily
- inspect the main cloakroom and corridor areas: ensuring that they are safe following the start of the school day and playtimes, especially on wet mornings, when on duty
- ensure that all areas of the school are free of graffiti, from debris, including litter and leaves, and ensure that safe and adequate pathways are cleared in snowy or icy conditions
- supplement the cleaning of premises within the cleaning contract, as agreed with the headteacher or designated person
- liaise with the cleaning staff whilst on duty
- carry out any minor repairs to school equipment or building, as requested by the headteacher or designated person: this may include a range of joinery, plastering, plumbing, electrical and painting tasks, such as clearing blockages to cisterns, making good existing paintwork or plasterwork, replacing fuses and plugs, securing ironmongery to doors and windows etc
- ensure that the building and grounds are adequately lit: this will include changing light bulbs, ordering new supplies and notifying the headteacher or designated person of any damage or required maintenance work
- ensure the building is adequately heated: this will include monitoring and maintaining the boiler house equipment and bleeding radiators
- read appropriate utility meters, as required: Monitor the economical use of utilities.
- inspect the roof area regularly to see that it is safe: extractor fans are working properly and gullies are free of leaves to ensure the building is as watertight as possible
- work a shift pattern over a two week period alongside existing caretaker
- as the need arises, and in negotiation with the headteacher or designated person, carry out other duties necessary to benefit the school

Responsibilities:-

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required.

Person Specification – Caretaker CT3			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> • Flexible regarding working hours and variety of tasks • Thorough approach to work and attention to detail • Good time management and prioritising skills • Ability to work both as a team member and unsupervised, using own initiative where necessary. • Good grasp of key health and safety issues • Effective communication skills in order to liaise with staff, pupils, contractors, visitors etc 	E E E E E E	A A A A I A I A I
Qualifications and Training	<ul style="list-style-type: none"> • N.V.Q. Level 2 Cleaning Building Interiors or equivalent • First line management qualifications • Current National level 1 qualification in English and maths or equivalent • Promote a safe working environment for self and colleagues • Comply with Health and Safety Legislation 	E D E E E	A I A I A A I A I
Experience	<ul style="list-style-type: none"> • Extensive experience of site management activities including dealing with health and safety issues and maintenance tasks 	E	A I
Disposition	<ul style="list-style-type: none"> • Reliable • Friendly and helpful attitude towards others • The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body • To uphold the school's policy in respect of child protection matters • This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder • All staff members participate in the school's performance management /appraisal scheme. 	E E E E	A I A I A I A I
Conditions of Service			
National Joint Council			

Signature of post holder		Date	/ /
Signature of headteacher		Date	/ /

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.