



## Caretaker Job Description

**Line Manager:** School Business Manager

**Salary:** Surrey Pay Scale 5 £28,785 - £30,837, dependent on experience

**Hours:** Full time – 37.5 hours a week

**Line Management:** N/A

Title	Caretaker
<b>Job Purpose</b>	To provide a security and caretaking service to the school to minimise risks to the health and safety of those using the school site and to limit the possibility of damage to the school premises, and loss of property through theft outside normal school hours; to ensure the cost-effective use of materials and equipment and participate in the efficient and economic use of the school premises.
<p><b>Key Responsibilities</b></p> <p>Participate in and ensuring that the site is kept clean and tidy in order to minimize risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.</p> <ul style="list-style-type: none"> <li>• Keep all outside hard areas clean and tidy, e.g. litter clearance, leaf sweeping.</li> <li>• Collect and dispose of refuse and recycling.</li> <li>• Carry out emergency cleaning as required, across the site.</li> <li>• Site management of external cleaning contract, working daily with cleaners to ensure school is ready for children and staff.</li> </ul> <p>Contribute to maintaining the site in a good state of repair and maintaining heating and lighting to all parts of the premises in order to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning.</p> <ul style="list-style-type: none"> <li>• Operate heating plant to maintain required temperatures. Carry out frost precaution procedures as necessary. Ensure adequate heating and lighting to all parts of the premises and, if either system fails, institute the recommended emergency procedures.</li> <li>• Carry out regular checks and maintenance of drains and gullies to ensure free flowing and clean.</li> <li>• Undertake emergency and first line repairs within capability, and other repairs/procedures within capability and training that are normally carried out by Contractors where financially viable to do so e.g. electrical work, plumbing and heating, painting and decorating, carpentry and joinery, glazing.</li> <li>• Report to management on resourcing needs in respect of maintenance, security and enhancement of premises to ensure that annual budgetary provision is made.</li> <li>• Liaise with colleagues as appropriate to maintain long- and short-term maintenance schedules and where appropriate decide which repairs require outside contractors.</li> </ul>	

- Carry out regular statutory inspections as required, such as weekly fire checks, emergency lighting checks, water temperature checks etc.

Manage and, as required, operate appropriate site security systems, including opening and closing at the beginning and end of the school day, lettings outside school hours and responding to call-outs as necessary, in order to provide satisfactory security arrangements.

- Ensure the buildings are locked and unlocked at appropriate times, setting and turning off alarm systems. Where appropriate, secure access to the school grounds to prevent trespass and the parking of unauthorized vehicles within the premises.
- Regularly check the automatic security and fire alarm systems and arrange for these to be serviced as recommended.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.

- Dispatch and take delivery of goods and materials.
- Transfer goods and materials delivered to the school to appropriate locations around the school site.
- Movement of furniture in connection with assemblies and parents' evenings.

Establish and maintain procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies.

- Monitor the performance of outside contractors working on the school site and inspect completed work.
- Monitor standards of cleaning provided by the school's contract cleaning staff and raising these initially with the staff concerned or with the contractor as appropriate to achieve improved performance.
- Check supplies of cleaning materials and sundry items and replace as required.

#### General

Work as a positive team player, demonstrating mutual respect and integrity.

- Ensure all deadlines in relation to areas of the role are met
- Undertake professional duties and responsibilities necessary for the smooth running of the school as may be reasonably assigned to you or as directed by the School Business Manager.

*Southfield Park 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. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We welcome applicants from under-represented groups.*

<b>Person Specification – Caretaker</b>		
<b>Qualifications</b>		
	<b>Essential/ Desirable</b>	<b>Evidenced by</b>
English/Maths GCSE or equivalent qualification in Level 2 Numeracy and Literacy	E	Application/certificates
<b>Knowledge/Understanding/Experience</b>		
Good ICT skills including working knowledge of Excel and Word	E	Application/Interview
Experience of working in a school	D	Application/Interview
Good understanding of Health and Safety	E	Application/Interview
Knowledge of risk assessments and emergency procedures	D	Application/Interview
Ability to work with others, organise time, prioritise work and work to deadlines, sometimes under pressure	E	Application/Interview
Strong organisational skills, attention to detail, with high levels of accuracy and record keeping	E	Application/Interview
<b>Personal &amp; Professional Qualities</b>		
Ability to learn new skills and undertake training as required	E	Application/Interview
Positive, optimistic and solution-focused outlook	E	Application/Interview
Ability to recall processes and procedures that may take place only monthly or annually	D	Application/Interview
Ability to operate effectively as a member of a team and with minimum supervision. Be self-motivated and pro-active.	E	Application/Interview
Understands the need for confidentiality and discretion	E	Application/Interview
Commitment to ongoing professional development	E	Application/Interview
Excellent attendance and time-keeping	E	Application/Interview
Good understanding and commitment to equal opportunities	E	Application/Interview
Commitment to safeguarding procedures	E	Application/Interview

<b>Terms of Employment</b>
<i>All offers of employment are subject to the school receiving proof of identity, two satisfactory references, a pre-employment medical check, an enhanced DBS disclosure, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6-month probation period.</i>
<b>Special arrangements</b>
<i>The post holder may be required to work outside of normal working hours, or other locations on occasion with due notice.</i>