**Job Title School Caretaker**

**Job Description**

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| **Job Purpose** |
| Under the direction/instruction of appropriate staff; assist in the provision of basic maintenance and security services on school premises and sites thereby ensuring a safe working environment. |
| **Major Tasks**  |
| * Maintain the security of school premises, lock/unlock school buildings and areas and operate alarm systems, assisting with regular security checks, report potential security breaches and provide emergency access to the school site.
* Promote and ensure the health & safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.
* Undertake low level maintenance duties including collecting and assembling waste for collection, graffiti removal, litter picking, gritting and emergency cleaning duties,
* Prepare and operate routine equipment, assist with the movement of furniture etc. and assist with minor/simple repairs e.g. minor plumbing [Leaking Tap], changing light bulbs, clear blocked drain covers, repairing door furniture. Report faulty equipment & other maintenance requirements to the appropriate person
* Operation of heating plant, cooling and lighting systems, Weekly Fire alarm tests.
* Undertake routine tasks in connection with premises-related contractors.
* Undertake basic record keeping, assist with the receipt, distribution and despatch of goods and maintain secure storage of supplies.
* Complete record weekly checks, playground inspection, legionella (water flushing), Fire alarm check, asbestos checks.
* Monthly Fire door , extinguisher checks - record
* Establish a simple reporting system for all school staff to notify the caretaker of defects.
* Ensure security of premises and valuable items of equipment, particularly during periods of closure.
* Contribute to the overall ethos/work/aims of the school.
* Attend and participate in relevant meetings as required.
* Participate in training and performance development as required
* Move and set up equipment. Reinstate areas after events, e.g. lettings/school Fetes etc.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting all concerns to the Head Teacher/Line Manager.
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| **Contacts & Relationships** |
| * Line Manager - to take instruction to enable the full range of duties of the post
* Contractors – to liaise on progress of work.
* Other contacts – liaise with school business manager/Head Teacher and relevant service i.e. Police, should an emergency arise.
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| **Creativity** |
| * Most work or the way in which that work will be carried out; will be in line with a relevant policy or procedure.
* The post holder will be required to use knowledge and skills acquired to undertake their duties within schools and associated buildings in order to meet the specific task requirements. There may be need for some creative thinking to address operational difficulties will on occasion be required.
* Work a spilt shift to meet the needs of the school during Term Time
* Additional three weeks Hours flexibility required to meet the needs of the school
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| **Decisions** |
| * The post holder will make decisions in line with set procedure or protocol to ensure the security of the school.
* To make informed decisions, where necessary seeking advice from their line manager to address on site issues that may arise
* Ensure physical security of premises.
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| **Management & Supervision** |
| No supervisory responsibility. |
| **Supervision Received** |
| The post holder will carry out their workload under the direction of their line manager and in line with the needs of the school. |
| **Complexity** |
| The post holder will complete a range of routine work in line with the needs of the role. |
| **Resources** |
| Use small hand held toolsSecurity of school |
| **Impact** |
| Will ensure the school is opened and closed in a safe, secure and timely mannerWill carry out other facilities management tasks such as changing light bulbs, moving rubbish bins, gritting footpaths, adjusting heating to ensure the school is a safe and pleasant environment in which to teach and learn  |
| **Physical Demands** |
| Regular inspections of school buildings and groundsLight duties such as moving bins, opening and closing gates |
| **Working Environment** |
| School based but on occasion may need to go outside to inspect grounds, empty bins, and grit footpaths. Work can usually be planned to avoid inclement weather  |
| **Emotional Context**  |
| The role does not involve having contact with upsetting/distressing subject matter as an inherent part of the job |
| **Other** |
| The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The post holder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Cleaning & Support services NVQ level 1 or equivalent experience
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| **Experience** | * Experience in providing a facilities management service in non-domestic properties is desirable.
* Experience in carrying out minor repair and maintenance tasks in non-domestic properties is desirable.
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| **Knowledge** | * Health and Safety Policies and Procedures
* C.O.S.H.H. regulations
* Hygiene procedures
* Moving & Handling procedures
* Operational cleaning practices
* Basic DIY skills including plumbing, carpentry, painting etc.
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| **Skills** | * The ability to work in an organised manner
* Have good communication skills
* The ability to implement any changes that may be introduced from time to time
* The ability to work independently but also be a good team player when the need arises
* Ability to maintain basic records regarding Health & Safety checks/inspections etc.
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| **Personal style & behaviours** | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages.
* Able to relate well to children & adults and develop good working relationships.
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| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. The post holder will: * Primarily taking instructions from school staff and feeding back to them orally
* Some limited verbal communication with parents and children at start and end of school hours
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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>