

Newport Infant School and Nursery**Caretaker****Grade: Scale 3****Job Description****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. To assist with the practical implementation of measures to ensure the school complies with legal requirements relating to buildings and to the health, safety, security and welfare of staff, pupils and visitors.

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.
- Carry out regular Health & Safety compliance testing for the school site, maintaining accurate and regular records.
- Promote and ensure the health & safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.
- Undertake cleaning duties including collecting and assembling waste for collection, litter picking, gritting, buffing floors and emergency cleaning duties.
- Carry out basic DIY tasks around the school e.g. Replacing a washer, assembling flat pack furniture, decorating, general repairs to fixtures and fittings.
- Prepare and operate routine equipment, assist with the movement of furniture etc and assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture.
- Report faulty equipment & other maintenance requirements to the appropriate person.
- Operation of heating plant, cooling and lighting systems.
- Undertake routine tasks in connection with premises-related contractors with regards to the up-keep of the school.
- Assist with the receipt, distribution and despatch of goods and maintain secure storage of supplies.
- Maintain the appearance at the front and rear of the site so that a tidy and professional image is displayed at all times.
- The use and maintenance of hand tools and basic light machinery.
- To keep caretaker cupboard areas clean and tidy.
- Check and maintain where possible all boundary fencing/vegetation and leaves unblocked from drains to prevent flooding.
- To carry out gritting, salt spreading, snow clearing around the school, when applicable.
- Sweep footpaths and external entrances on a regular basis.
- Check the condition of play equipment, pond, forest school area and other external facilities on a regular basis, make good, keep clean (pond) from debris litter/excessive vegetation and/or report any potential Health & Safety concerns that may be a danger to School Business Manager/Headteacher.
- Assist with manual tasks as required including the moving and setting up of furniture/stage for school functions.
- Undertake, after consultation, other duties as determined by the Headteacher and School Business Manager, within the designation and grading of the post and within the evolving policies of the school.

- As a member of staff, you have a duty to safeguard and promote the welfare of children as a shared responsibility with parents and other carers. If you have any concerns about a child, other parent, provider, agency, or any person, you have a responsibility to report those concerns, record appropriately and act accordingly to ensure all children are kept from harm.

Contacts & Relationships

- Line Manager - to take instruction to enable the full range of duties of the post.
- Cleaning Assistants – to assist in the cleaning of the school.
- Contractors – to liaise on progress of work.
- Other contacts – liaise with Head Teacher and relevant service i.e. Police, should an emergency arise.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required 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 cleaning requirements. There may be need for some creative thinking to address operational difficulties will on occasion be required.
- Undertake appropriate Health & Safety training and professional development training.

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 cleaning requirements. There may be need for some creative thinking to address operational difficulties will on occasion be required.
- Offer suggestions to continue to improve/enhance the school building and grounds

Decisions

- The postholder 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.
- 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.
- Contribute to the overall ethos/work/aims of the school

Management & Supervision

- Cleaning Assistants– to monitor and support.

Supervision Received

- Reports to Headteacher and School Business Manager and will carry out their workload in line with the needs of the school.
- Assist the School Business Manager in the supervision of contractors working on the school site.

Complexity

- The postholder will complete a range of routine work with some variation in line with the needs of the role.

Resources

- Open and secure Newport Infant School and Nursery at the times stipulated.
- Check the physical security of the building and set security alarms systems as required.
- Act as a nominated key holder and to respond to alarm calls and other emergencies during non-working hours, including weekends.

- Stock checks in order to ensure the school has adequate provisions to maintain a high standard of cleanliness.
- 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.
- To use a variety of cleaning equipment and ensure that appropriate levels of all janitorial and caretaking supplies are maintained.
- To be responsible for keys to the site.

Impact

- Ensuring the school is secured to a high standard.
- Ensuring Health and Safety requirements are met in the general maintenance and upkeep of the school building and grounds.
- The purpose of the role is to ensure that the school is in a clean state to enable all to work effectively.
- To ensure the school site is maintained to a high standard and any minor repairs are carried out.

Physical Demands

- Assist in ensuring gardens, grounds, car parks, playing fields and approaches to the school are maintained to an appropriate standard; that pathways are kept weed free and that adequate provision is made of the collection and clearance of litter, internal and external to the buildings.
- Assist with manual tasks as required including the moving and setting up of furniture for school functions/meetings.
- To maintain good general health and mobility to duties carried out both indoors and outdoors. The level of physical demands would be that expected of a typical caretaker, which will involve adhering to Health and Safety and manual handling practices.
- Working in all weathers throughout the school

Working Environment

- Ensure safe use of chemicals and cleaning products and that COSHH is understood and adhered to, and you will receive COSHH training.
- Ad hoc cleaning of areas within the site when necessary, in the absence of cleaning staff. This would involve sweeping, mopping or vacuuming the floor areas.
- Use of tools and electrical items where appropriate in carrying out day to day duties.
- Emptying of bins, disposal of rubbish and confidential waste.
- Monitor and support in control of the heating plant.
- Identify and report damage to the School Business Manager/Headteacher.
- To assist in ensuring basic fire prevention measures are maintained and regular tests and checks are carried out and recorded as required.
- Understand and ensure the implementation of the schools Health and Safety Policy and Emergency fire procedures and plan.
- Carry out annual PAT testing of electrical equipment, where training will be provided.
- Report any faulty appliances, damaged equipment, or any other potential hazard.
- Promote safe working practices within the school.
- The post holder will work both indoors and outdoors. At times there may be instances when some degree of lone working occurs.

Emotional Context

- The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting. However, this would be incidental, and it would not be a formal part of the job to deal with this information.

Other

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to actively follow all school policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will ensure that they promote the safeguarding and welfare of all children in line with Keeping Children Safe in Education, the Statutory Framework for the Early Years Foundation Stage and Working Together to Safeguard Children.

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • NVQ Level 2 or an equivalent level of education and/or experience • Suitable First Aid or Health and Safety qualifications/training (desirable) • Willingness to undertake any appropriate training
Experience	<ul style="list-style-type: none"> • Experience in carrying out minor repairs and maintenance tasks. • Experience in carrying out minor repairs and maintenance tasks in non-domestic properties (desirable) • Experience in providing a facilities management service in non-domestic properties (desirable)
Knowledge	<ul style="list-style-type: none"> • Understanding of Health and Safety Policies and Procedures • Understanding of COSHH regulations • Relevant knowledge and experience in grounds maintenance (desirable) • Basic DIY skills including plumbing, carpentry, painting etc. • Understanding of moving and handling procedures • Moving and handling training (desirable)
Skills	<ul style="list-style-type: none"> • 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 handle and operate safely industrial cleaning equipment in the cleaning process. Training will be provided. • Ability and willingness to carry out the various periodic cleaning processes e.g. vacuum cleaning, carpet cleaning, toilet cleaning, sweeping and polishing. • Ability to access equipment safely. • Ability to ensure that all cleaning tasks are carried out with due regard to health and safety. • Ability to carry out instructions and work with the minimum of supervision and equally to work under pressure. • Ability to work as part of a team, form good relationships with other colleagues. • Ability to adhere to and implement the Council's Equal Opportunities Policy
Personal style & behaviours	<ul style="list-style-type: none"> • Able to relate well to children & adults and develop good working relationships.

	<ul style="list-style-type: none"> • Calm under pressure. • Pride in their work. • Highly motivated and able to work unsupervised. • A self-starter able to use their initiative.
Fluency Duty	<p>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.</p> <p>The postholder will:</p> <ul style="list-style-type: none"> • Primarily taking instructions from school staff and feeding back to them orally. • Will be required to communicate from time to time with pupils and also their parents with general information and signposting to appropriate staff and having an ability to speak with confidence and accuracy. • Be responsible for dealing with contractors on school business.
Political restrictions	This post is not politically restricted.

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 and desirable 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>