



CROFTON ACADEMY JOB SPECIFICATION

Job Title: Caretaker

Grade: 4

Job Evaluation Code:

Contractual terms: Permanent

Reporting to:

Site Manager

Location: CROFTON ACADEMY

Service Area: Education

Workstyle: Physical

Overall Purpose of the Post:

Under the direction/instruction of appropriate senior staff: assist in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment.

REQUIREMENTS FOR THE POST

ESSENTIAL

DESIRABLE

Qualifications/Training	Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these	Level 2 Numeracy/Literacy or willingness to work towards
Knowledge	<p>Have knowledge of basic, plumbing, electrical and decorating repair procedures and joinery (General R&H)</p> <p>Willingness to gain knowledge of health and safety procedures and precautions</p> <p>Monthly Legionella testing</p> <p>Willingness to gain awareness of COSHH regulations</p> <p>PAT testing</p> <p>Awareness of health and hygiene procedures</p> <p>Knowledge of moving and handling procedures</p> <p>Ability to work as part of a team</p> <p>Willingness to use relevant equipment</p> <p>Ability to relate well to children and adults</p> <p>Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards</p>	<p>Driving licence</p> <p>Fire Alarm testing - weekly</p>
Experience	<p>Experience of caretaking premises management</p> <p>High level DIY Skills</p>	
Physical Skills	<p>To be able to carry out general repairs</p> <p>Ability to lift and carry items</p>	
Competencies and other skills required	<p>Able to use own initiative</p> <p>Be able to manage own work effectively</p> <p>Flexibility</p>	

	<p>Be able to work to deadlines</p> <p>Good literacy and numeracy skills</p> <p>The ability to undertake relevant training</p>	
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Key Outcomes/Activities

OPERATIONAL

Security

- Lock/unlock school buildings and areas
- Assist with regular security checks and identify security risks
- Operate and respond to alarm systems where appropriate
- Liaise with police

Cleaning and Maintenance

- Carry out minor redecoration etc.
- Undertake/assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture, shelves, display boards etc.
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection (internal and external inc recycle and waste)
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties
- Undertake routine "client" tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g. gritting, sweeping, litter

Key Activities – Resources

- Ensure the maintenance of a clean and orderly working environment
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap and towels
- Report faulty equipment and other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

Key Activities – Organisation

- Undertake/assist with the receipt, distribution, collection and despatch of goods – deliveries (YPO)
- Undertake and participate in the organisation and movement of furniture within the building (Exams, Parents Evening, Assembly chairs – daily)

Responsibilities

- 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
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff and visitor (in accordance with appropriate health and safety legislation) at all times

Other duties commensurate with the grade of the post as directed by the Headteacher

Responsibility for Resources

Physical:

Recognised driver of the school mini-bus

Effective use of materials and resources

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date completed: 8 May 2014