

Job Description

Role	Grade	Location	Reports to
Caretaker Level 2	Grade 3	CHS South	Headteacher

Main purpose of the job

To provide maintenance & security services on school sites & premises under the instruction/guidance of appropriate senior staff.

To manage cleaning and/or site staff and ensure cleaning is in accordance with specification

To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out.

To be responsible Key holder and ensure security of the premises, grounds and it's contents including monitoring CCTV or surveillance equipment where appropriate.

Main accountabilities

1. Portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the Centre.
2. To carry out general maintenance and repairs in the school, in accordance with the expectation of the Head Teacher, reporting any safety hazards/unsafe practices in and around the building.
3. To use all equipment in a safe manner, and assist in safety audits of the premises and contribute to relevant risk assessment activity.
4. To monitor stock levels and equipment and place orders with external suppliers.
5. To be responsible for maintaining records, information and data, (including electrical testing of portable electrical appliances) producing analysis and reports as required.
6. To produce a plan of programmed maintenance and monitor the performance of contracts ensuring records are kept in line with specified standards.
7. Where appropriate, to liaise with the school meals service contractors in relation to their use of the site and provision of their service.
8. To assist with School lettings and carry out associated clerical tasks.
9. To advise the Head Teacher on matters relating to energy control.
10. Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher.
11. Be aware of and comply with child protection and safeguarding procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
12. Maintain high standards of health and safety at all times.
13. To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development.
14. Attend all relevant meetings.



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15. To converse at ease and provide advice in accurate spoken English is essential for the post.

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Promote and act in accordance with the Code of Conduct and key policies including the Trust's Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Demonstrate a commitment to continuous professional development
- Carry out duties other than those listed in the job description at an appropriate level, where the post holder has appropriate qualifications and has received appropriate training

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Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Numeracy and literacy skills with an ability to keep accurate records.	Essential	Application
Current, valid Driving Licence	Essential	Application/Interview
Knowledge and Experience		
Practical skills with an ability to carry out caretaking duties including cleaning, manual handling, security patrols and minor repair work.	Essential	Application/interview
Knowledge of Health & Safety and hygiene procedures and precautions.	Essential	Application/Interview
Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate.	Essential	interview
Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures.	Essential	Interview
Willingness to develop knowledge of use of ICT and other specialist equipment/resources.	Desirable	Interview
Ability to relate well to children and adults within a School environment.	Essential	Application and interview
Supervisory skills and the ability to manage external relationships with contractors.	Desirable	Interview
An ability to undertake all the physical aspects of the job and to use relevant equipment.	Essential	Application and interview
Command of spoken English sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	Essential	application
Behaviours and Values		
Ability to work as part of a team.	Essential	Application/interview
Ability to be flexible and self-motivated to adapt to changing workload demands and new school challenges.	Desirable	Interview
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work.	Essential	Interview
Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the students	Essential	interview