

JOB DESCRIPTION



ST. MARY'S
ACADEMY TRUST

POST TITLE: Caretaker

RESPONSIBLE TO: Premises Manager & School Headteacher

Employee Supervision: None

PURPOSE OF THE JOB

This role involves being responsible for the security of the school and its contents, along with Health & Safety. This will include the role of Key Holder, and the operation of the Fire & Intruder Alarms.

To maintain complete confidentiality of all information.

Duties and Responsibilities:

1. Opening and closing of the school and its grounds
2. Operation of the school intruder and fire alarms
3. Ensure school grounds, driveways & pathways are safe and swept/leafblown etc
4. Ordering & replenishment consumables such as Cleaning chemicals, paper towels, toilet rolls, refuse sacks, hand soap etc
5. Replacement of light source (tubes & lamps etc)
6. Removal of refuse collected internally from school
7. Cleaning of light shades
8. Tidiness of stores
9. Portage duties as required by the Headteacher / Premises Manager (chairs for assemblies/deliveries etc)
10. Undertake minor repairs and maintenance tasks
11. To make use of Help Desk to report any defects etc
12. Liaise with external contractors, ensuring contractual work is undertaken and granting site access where required
13. Recording of duties on the Trust's electronic Health and Safety System
14. To undertake other duties and responsibilities from time to time commensurate with the grade of the post.

This job description will form the basis of performance management and will be reviewed periodically.



Employee Specification

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Caretaker Grade 2		Directorate/School: Any School		Grade: 2	
Criteria No	Attributes	Criteria	How Identified	Rank	
1.	Experience	Experience of undertaking a range of caretaking	A/I	Essential	
2.		Experience of keeping work records	A/I	Essential	
3.	Education and Training Attainments	Ability to demonstrate a good all-round standard of education.	A	Essential	
4.	General and Special Knowledge	To be flexible and reliable in working arrangements	I	Essential	
5.		An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment.	A/I	Desirable	
6.		Ability to work effectively and supportively as a member of the school team	A/I	Essential	
7.	Skills & Attributes	Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date.	A/I	Essential	
8.		Ability to act on own initiative, dealing with any unexpected problems that arise	A/I	Essential	

9.		Ability to demonstrate good inter-personal skills to communicate with a range of people	A/I	Essential	
10.		Ability to operate applications on a tablet / basic IT skills	A/I	Essential	
11.		Ability to record work undertaken	A/I	Essential	
12.		Ability to effect minor repairs	A/I	Essential	
13.		Ability to demonstrate commitment to Equal Opportunities	A/I	Essential	
14.		To be flexible and reliable in working arrangements	A/I	Essential	
15.		Additional factors	To share the same moral and social values that the school wishes to promote	I	Essential
16.			Willingness to maintain confidentiality on all school matters	I	Essential
17.			This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	A/I	Essential