

The Bishops' Blue Coat CE High School

School Caretaker Job Description and Person Specification

Job Title

Caretaker

Salary: Grade 3 point 2 to 4 £24,602 - £25,380 Full time (37 hours p/w), Full year plus overtime payments and optional membership of the local government pension scheme

Main Job Purposes: To provide efficient and effective caretaking support to the school including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standard.

Hours of working

The shifts will generally be as detailed below, however it may be necessary to vary the hours from time to time to cover for holidays, lettings, contractors and absences in the team.

Early Shift:

Monday to Thursday 6.00am to 2.00pm including half hour break

Friday 6.00am to 1.30pm including half hour break

Middle Shift:

Monday to Thursday 8am to 4pm including half hour break

Friday 8am to 3.30pm including half hour break

Late Shift:

Monday to Thursday 2.00pm to 10.00pm including half hour break

Friday 12.30pm to 8.00pm including half hour break

In addition, you will be required to work every third Saturday during term, from 9.00am to 6.00pm. Very occasionally it may be necessary to work some hours on a Sunday.

These hours may be subject to change in the future to suit the needs of the school.

Night Call-outs

You will be required to be on call on a three weekly rota and to respond to call-outs by the alarm monitoring company. You will be paid time and a third, with a minimum of one hour per call-out.

Holidays

5 weeks per year, plus public holidays (6 weeks per year after 5 years' continuous local government service). Maximum 1 week to be taken during term time.

Line Management

The post holder will be line managed by the Facilities Health and Safety Manager.

The post holder will not line manage any other staff.

Notice

The post is subject to one calendar month's notice.

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Principal Responsibilities of the Post

1. To be responsible for maintaining the security of the premises and its contents in accordance with the schools' current requirements. Opening and locking up of the school including lights and internal doors at the beginning and end of the school day including for lettings outside of school hours. Responding to call outs, as necessary. Being a nominated key holder for the school.
2. To maintain the school buildings, including effecting minor repairs and improvements, painting and decoration, and general maintenance tasks and to carry out cleaning of designated areas to ensure that the school and site are maintained in satisfactory condition that meets required standards.
3. To be responsible for ensuring clear and safe pedestrian access to the school to particularly in adverse weather conditions (e.g. clearing of snow, gritting etc.).
4. To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection, as required.
5. To undertake portorage tasks, as required including setting up and clearing away furniture.
6. To monitor and maintain the necessary stock of appropriate resources.
7. To comply with the requirements of Health and Safety, other relevant legislation and the schools policies and carry out weekly fire alarm tests and assist with evacuation and Invacuation procedures.
8. To use the school's compliance software to receive assigned tasks and record action.
9. To monitor and operate the engineering systems (ie, heating, etc) and advise Line Manager of any faults in order to ensure the most economical use of fuel and water
- 10.To report emergencies in the case of faults with gas, electric and water supply to the Senior Caretaker/Facilities, Health and Safety Manager.
- 11.To liaise with contractors engaged by school monitor their work (if directed by Line Manager) to ensure specified standards are achieved.
- 12.To support in the management of the school minibuss servicing schedules ensuring that they are washed and road worthy at all times.
- 13.To carry out PAT testing of equipment as directed by the Line manager. Training will be provided if necessary.
- 14.Provision of first aid assistance (training will be provided if required).
- 15.Occasional driving of the school minibus.
- 16.To work overtime as required to cover weekend lettings, on a shared basis.
- 17.To be flexible in working as part of a team to cover holidays and absence due to sickness to allow the school to operate efficiently.

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18.To carry out other duties relating to the use of the premises as may be necessary from time to time in accordance with the reasonable requirement of the Facilities, Health & Safety Manager and Business Manager.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head Teacher/Business Manager from time to time, up to or at a level consistent with the principal responsibilities of the job during contracted hours.

Person Specification

	Essential	Desirable
Knowledge and skills	<ul style="list-style-type: none"> • Operation of power and hand tools. • Building maintenance and cleaning skills. • Basic IT skills sufficient to use the compliance software 	<ul style="list-style-type: none"> • Operation of cleaning equipment. • DIY Skills. • Previous experience in Caretaking/building management/building cleaning. • Knowledge of security systems.
Experience	<ul style="list-style-type: none"> • Dealing with a large number of people in the course of your job. 	<ul style="list-style-type: none"> • Previous experience of working in a school environment.
Personal qualities	<ul style="list-style-type: none"> • Reliable, trustworthy and loyal. • Motivated and proactive • Ability to work under pressure • Good interpersonal skills • Ability to relate to children • Confidence to be assertive when necessary • Organised and reliable • Punctual time-keeping • Highly adaptable • High standards of work • Able to use own initiative • Willingness to work as part of a team • Ability to follow and comply with instructions with equipment and material usage. • Able to lift and carry objects. 	
Qualifications	<ul style="list-style-type: none"> • A good standard of general education. • Clean driving licence 	Attendance at courses relating to caretaking, cleaning and/or health and safety

All applicants must be committed to the safeguarding and promoting the well-being of young people.