

CENTRAL BEDFORDSHIRE COUNCIL

SHEFFORD LOWER SCHOOL

JOB DESCRIPTION

JOB TITLE: Caretaker

RESPONSIBLE TO: Site Manager

JOB PURPOSE: To keep the school functioning, particularly in respect of:

Security of premises
Heating and Lighting
Cleaning

Main duties and responsibilities

Security and health and safety

1. Ensure that the school is open for staff and pupils each school day.
2. Ensure that the school is open to persons who have hired the premises for private or the Authority's use.
3. Ensure that all doors and windows are secured and all lights and heaters are switched off after use.
4. Take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
5. Carry out any necessary duties incurred with burglar alarm systems where fitted.
6. Check regularly that fire extinguishers are in place and that hose reels work. Undertake regular fire alarm and emergency lighting tests.
7. Undertake health and safety checks including asbestos and legionellas.
8. Set and respond to alarms (both fire and security), reporting malfunctions as necessary to the Site Manager.
9. Undertake the responsibility of keyholder and liaise with Site Manager to cover any absence.

Heating and Lighting

1. Ensure that the school is up to the required temperature by 9am each school day.
2. Switch off fan-heaters and radiators etc if the day temperature should rise.
3. Keep boilers clean as per instructions and keep boiler-house clean and tidy and undertake regular checks.
4. Ensure that no flammable materials are stored in the boiler-house.

5. Replace light bulbs and tubes as required, applying appropriate health and safety regulations.

Cleaning of premises

1. Carry out cleaning work in designated areas, where applicable, and ensure that the whole school is cleaned using approved and appropriate materials.
2. Keep a check on cleaning materials for economy reasons and order fresh supplies in time to avoid shortages.
3. Undertake the inspection of toilets, urinals, showers etc and replenish soap and toilet paper as required.
4. Ensure that the playground, ball court, paths and all hard areas are kept clean and tidy of leaves, litter etc and all drains and gullies are kept clear and free flowing.

Other duties

1. Supervise cleaning staff on a daily basis and organise the cleaning work in the whole school or monitor the cleaning contract where appropriate.
2. Take delivery of stores and materials, making arrangements for storing them and undertake general portering duties.
3. Ensure that all caretaking equipment is clean and in good working order and that caretakers/cleaners' storage lockers and cupboards are clean and tidy.
4. Carry out normal supervisory/inspection duties as appropriate, maintaining a good working atmosphere.
5. Plan the work allocation of self and cleaners, providing induction and other training as part of a school team with the Site Manager.
6. Inform the Site Manager if the work of any cleaning staff is not up to standard.
7. Make out timesheets for any overtime and lettings fees.
8. Provide access to the school in the event of snow, minor flooding or other non-predictable event.
9. Place milk crates at point of disposal and empty milk crates at point of collection, where applicable.
10. Carry out reasonable instructions of the Site Manager.
11. Draw attention of Site Manager to any repairs and maintenance work required.
12. Carry out minor or temporary repairs.
13. Be aware of and adhere to all Council procedures on health and safety, including asbestos procedures.

14. Attend all essential health and safety training courses, including training in asbestos procedures, as determined by the management of the school and/or the Council.
15. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
16. Undertake any other duties of a similar level and responsibility as may be required from time to time.

PERSON SPECIFICATION

JOB TITLE:

Caretaker (with supervisory responsibilities)

Attributes	Essential	Preferred
Education/Qualifications	Literate and numerate	Relevant trade qualification (e.g. carpentry, electrical, plumbing) at City & Guilds or equivalent level
Experience	Previous relevant experience	Previous experience in a similar post in a school Previous experience of supervising staff
Skills/Knowledge/Aptitude	<p>Ability to undertake a range of simple maintenance tasks</p> <p>Ability to communicate in writing and on the telephone.</p> <p>Ability to work under pressure</p> <p>Ability to work on own initiative and make decisions</p> <p>Ability to develop good professional working relationships with staff, pupils, visitors, contractors etc</p> <p>Ability to work as an effective team member</p> <p>A commitment to equality principles and practice and a commitment to the school/County Council equal opportunities policy</p>	Knowledge of health and safety regulations

<p>Motivation</p>	<p>Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene</p> <p>Willingness to work overtime when needed, including evenings and weekends and to ensure that lettings are serviced</p> <p>Ability to work without supervision</p> <p>Willingness to undertake further training</p> <p>Trustworthiness</p> <p>Flexibility and willingness to adapt to the school's changing needs (eg to work flexibly to meet specific or emergency situations)</p> <p>A desire and ability to work within the school's values and ethical framework</p>	
<p>Physical</p>	<p>Ability to undertake manual work and to perform tasks set out in the job description</p> <p>Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc.)</p>	
<p>Other</p>	<p>Availability for call-out duties (e.g. to respond to alarms)</p> <p>Willingness to wear protective equipment as supplied</p> <p>Must be fluent in the English language in accordance with the Immigration Act 2016</p>	