

# Job Description



<b>SCHOOL:</b> Any School	<b>SECTION:</b>
<b>POST TITLE:</b> School Caretaker – Level 1	
<b>POST REFERENCE NO:</b>	<b>GRADE:</b> 2
<b>RESPONSIBLE TO:</b> Head teacher	
<b>EMPLOYEE SUPERVISION:</b> None	

<b>DATE AGREED:</b>	<b>BY WHOM:</b>
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## PURPOSE OF THE JOB

To provide, in support of the headteacher, an effective caretaking and cleaning service (where appropriate) for the school.

To ensure that all visitors and callers to the school are courteously and correctly received whether by telephone or in person.

To maintain complete confidentiality of all information.

## Duties and Responsibilities:

1. Maintain building cleaning standards where appropriate.
2. Be responsible for the routine and emergency opening and closing of school premises.
3. Carry out routine security procedures for the school.
4. Report to headteacher in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
5. Carry out necessary duties where alarm systems are installed.
6. Notify the headteacher of the necessity for any repairs of maintenance including those which are outside the normal caretaking duties.

7. Clean outside hard areas e.g. playground, paths and entrances, collect all litter. Clean gullies and drains at surface level when required.
8. Take out of use caretaking/cleaning equipment known to be faulty and report the need for repair.
9. Operate/clean heating and hot water supply plant (boilers plant) where appropriate.
10. Bleed radiators where necessary.
11. Remove all refuse internally collected from within the school.
12. Test Fire Alarms.
13. Accept delivery of stores, materials and other goods and convey to appropriate storage areas when required.
14. Move furniture and equipment and other portage duties as required.
15. Carry out cleaning in specified areas as allocated by the headteacher, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism.
16. During school closure periods undertake floor treatment work i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations with the headteacher.
17. Replenish consumable items i.e. soap, towels, toilet paper etc as required throughout the school.
18. Clean accessible light fittings, shades and diffusers and replace where necessary.
19. Respond to emergency call-outs as and when necessary.
20. Open, close and clean premises at weekends and evenings, in connection with the use of the school by affiliated societies, school functions etc.
21. To carry out the above duties in accordance with the schools Equal Opportunities Policy.
22. To undertake other duties and responsibilities from time to time commensurate with the grade of the post.

**DATE JOB DESCRIPTION REVISED: February 2010**

**BY WHOM: Workforce Development & Innovation**

*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 Level 1**

**Directorate/School: Any School**

**Grade: 2**

Criteria No	Attributes	Criteria	How Identified	Rank
1.	Experience	Experience of undertaking a range of caretaking and cleaning duties.	A/I	Essential
		Experience of keeping work records.	A/I	Essential
2.	Education and Training Attainments	To be able to demonstrate a good all round standard of education.	A	Essential
3.		Any qualifications relevant to the post i.e. Building Cleaning Certificate. Building/Joinery NVQ level 2	A	Desirable
4.		Willing to undertake IOSH Training	I	Essential
5.	General and Special Knowledge	To have basic knowledge of Health & Safety issues relevant to the post.	A/I	Essential
6.		Knowledge of the building cleaning standards	A/I	Essential

7.	<b>Skills &amp; Attributes</b>	Ability to work effectively and supportively as a member of the school team	A/I	Essential
8.		Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date.	A/I	Essential
9.		Ability to act on own initiative, dealing with any unexpected problems that arise	A/I	Essential
10.		Ability to effect minor repairs	A/I	Essential
11.		Ability to demonstrate commitment to Equal Opportunities	A/I	Essential

12.	<b>Additional factors</b>	To share the same moral and social values that the school wishes to promote	I	Essential
13.		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