

Role	Caretaker
Job Purpose	<p>To help deliver the School's aims and objectives by ensuring the provision of an efficient and effective site and facilities service, and a safe, pleasant environment for staff, students and visitors which supports teaching and learning.</p> <p>Working under the direction of the Facilities Manager to take responsibility for the maintenance of the fabric, fixtures and services of all the School's properties and grounds. To maintain exemplary and consistent standards of maintenance and presentation and the provision of a first class facilities service.</p>
Accountable to:	Facilities Manager
Accountable for:	No line management responsibility
Accountabilities	<p>1. Management of resources</p> <p>Site security</p> <ul style="list-style-type: none"> ● In accordance with School requirements and protocols open-up and/or secure school premises outside school hours as required. ● Undertake testing of all school alarm and surveillance equipment and systems as required. ● Regularly inspect all points of entry, all entry control systems, locks and catches to external doors and windows to ensure in good working order and undertake maintenance as necessary. Adhere to all systems for the recording of keys and entry codes used throughout school premises. <p>Premises, plant & equipment</p> <ul style="list-style-type: none"> ● Undertake maintenance to all school premises and grounds in accordance with agreed programmes of planned maintenance, and emergency repairs as necessary. ● Undertake regular inspection and planned maintenance to all plant and equipment for which responsible to ensure it is operational and maintained in a safe working condition in

accordance with specified programme as instructed by the Facilities Manager.

- Carry out repairs and maintenance to furniture, equipment and the fabric of the building within what could be considered the capabilities of a competent tradesperson. Liaise with the Facilities Manager regarding repairs beyond the capability of the postholder.
- Monitor, inspect and undertake minor servicing and repairs to all systems for heating, lighting, water, drainage and other services, taking regular readings of all meters, and reacting promptly to failures or hazards.
- Report to the Facilities Manager (and rectify where necessary) all instances where cleaning falls below standards and methods set out in the school's cleaning specification.
- Undertake cleaning duties as necessary when cleaning staff are not in attendance.
- Undertake all external cleaning and clearing duties as necessary to ensure grounds, gardens, footpaths, car parks, bin-stores, playgrounds, sports pitches, signage, drains (and other low-level gutters and gulleys) and other external areas remain clear of graffiti, litter, leaves and other rubbish to ensure the School is presented to the highest possible standard.
- Clear and grit external areas of snow and ice to allow safe passage for pupils, staff and visitors between school buildings and around the School site.
- Undertake basic grounds and gardening work (to include weeding, bark, pitch marking) as necessary to maintain planted areas to the highest possible standard.

2. Management and Teamwork

- Take personal pride in ensuring that the appearance and smooth running of the school premises contribute to a positive image of the school, and encourage and direct others as appropriate to do so.
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the School.
- To participate positively in the implementation of new working methods and practices as required.
- To undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

3. Health and Safety

- To comply with all School and Trust Health & Safety policies and to take reasonable care for the health and safety of him/herself and anyone who may be affected by his/her actions.
- Carry out designated procedures in the event of fire, flood, breaking and entering, accident or major damage in accordance with school policy, reporting any required matters as necessary in accordance with such procedures.
- Maintain waste storage areas and equipment and deal with the disposal of waste in accordance with relevant statutory, environmental and sustainability requirements.
- Undertake, and report as necessary, tests of fire alarms and checks of fire exit routes and fire doors as instructed by the Facilities Manager.
- To immediately clean up any hazard to pupils, staff or visitors (eg broken glass, spilled liquids on stairs, floors etc)
- To report any issues affecting Health & Safety on site to the Health & Safety Co-Ordinator by the quickest possible means.
- Be a trained and qualified first aider and render emergency first aid to staff, pupils and visitors.

4. Communications and marketing

- Provide a courteous, friendly service to all stakeholders both internal and external. (e.g. pupils, parents, staff, contractors, GDST Estates Department, Governors, Parents' Association, etc).
- Ensure high profile areas such as entrance halls and main circulation areas are cleaned and maintained to an excellent standard and ensure that deliveries are distributed to the various locations in the school without undue delay, so that reception areas are kept clear.
- Assist during school functions or lettings as required, and prior to school/public relation events (e.g. open days, concerts, tours by visitors) ensure that the school is checked for tidiness, litter etc.
- To promote at all times to all school users values of sustainability, efficient use of energy and responsible approaches to waste minimisation and recycling.

	<p>5. Monitoring, evaluation & assessment</p> <ul style="list-style-type: none"> ● Where services are provided by an external contractor (e.g. cleaning, grounds maintenance), monitor standards against specification on a regular basis, reporting back to the Facilities Manager as directed. <p>6. General</p> <ul style="list-style-type: none"> ● Undertake portorage of goods, furniture, equipment, cash and other items including errands on behalf of the school as necessary. ● Carry out any other reasonable duties as required by the Facilities Manager to cover the continuing operation of the School. ● Erect and dismantle, convey and store sports and performing arts equipment within the level of competence as required. ● Perform basic maintenance of School road vehicles including cleaning and daily, weekly and pre-MOT checks. ● Drive the school minibus. ● Assist as required at the start and end of the school day with traffic management. <p>7. Training & development of self and others</p> <ul style="list-style-type: none"> ● Regularly review own practice, set personal development targets and take responsibility for own continuous professional development. ● Ensure that training needs within the services for which responsible are identified, appropriately met, and that all members of staff are active in their own personal and work-related development.
<p>General requirements</p>	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Willingness to contribute to the school’s programme of extra-curricular activities, if required. c. Support and contribute to the school’s responsibility for safeguarding students. d. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors

	<ul style="list-style-type: none"> e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process. h. Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time. j. Be a positive role model to staff and pupils. k. Adhere to the School's dress-code.
<p>Review and Amendment</p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

PERSON SPECIFICATION

Skills Required

Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Basic IT skills, sufficient to maintain records send and receive messages e.g. working knowledge of Microsoft office Excel, Word, Outlook email (or prepared to train)	Desirable
Physically fit and active	Essential
Handyman skills	Essential
Ability to undertake and write risk assessments	Desirable

Knowledge Base

Knowledge of relevant health and safety requirements	Essential
Knowledge of cleaning techniques and processes	Essential
Knowledge of security and emergency procedures	Essential
Understanding of child protection issues	Essential
Knowledge of routine preventive maintenance	Essential
Knowledge of basic trades skills to a level expected from a competent handyman	Essential

Qualifications/Attainment

Caretaking	NVQ level 2	Desirable
Plumbing	CITB, C&G, or NVQ Level 2	Desirable
Carpentry and joinery	CITB, C&G, or NVQ Level 2	Desirable
16 th Edition IEE Wiring Regulations		Desirable
PAT Testing	C&G 2377-22 or equiv	Desirable
Up to date First Aid at Work Qualification		Desirable

Experience

Experience of working with a team	Essential
Experience of working with contractors	Essential

Attitude/approach

Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential

Well Presented	Essential
Flexible over working hours according to the needs of the school	Essential
Honesty and integrity	Essential
Able to demonstrate adaptability and flexibility	Essential
Approachable	Essential
High expectations of oneself, as well as of others,	Essential
Ability to remain calm in sensitive or potentially volatile situations	Essential
Ability to listen and make reasoned and informed judgements	Essential

Personal Attributes

Enthusiastic, positive and hard-working	Essential
Calm, flexible, approachable attitude	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own performance	Essential
Self-motivation and a willingness to accept responsibility	Essential
Commitment to maintaining the caring and supportive ethos of the School	Essential
Commitment to the safeguarding of children and young people	Essential