

Job Description and Person Specification

Caretaker GR9001

Job details	
Job title	Caretaker
School	Happisburgh CE VA Primary & Early Years School
Section	
Location	
GR Number	GR9001
Grade	Scale D
Responsible to	Headteacher
Responsible for	Cleaners
Effective date	April 2022

Role and context
<p>Job purpose</p> <ul style="list-style-type: none"> Under the direction of the Headteacher and in accordance with the practices and procedures of the school, to ensure that the school premises and contents are properly maintained, secured and ready for use. To help keep the school clean and tidy.
<p>Context</p> <p>Job Family: Site Management and Maintenance</p>
<p>Other Job Information (e.g. any special factors or constraints)</p> <p>The Caretaker has a 24-hour responsibility for the security of the school premises. Within this the hours of attendance for work will be determined by the needs of the school and undertaken by agreement with the Headteacher. Key holder responsibilities extend beyond regular working hours to cater for emergencies at any time day or night.</p>

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc. To be available to answer emergencies outside of regular working hours and pre-planned lettings.	1

Principal Accountabilities (continued)	
Accountability	Order of importance
To ensure that heating and lighting systems and other equipment are working properly, including such systems in accommodation used solely for school meals where there are common services. To regulate heating/ventilation as necessary.	2
To supervise other caretaking and cleaning staff under the general directions of the Headteacher.	3
To monitor the work of cleaning contractors (where applicable) by making regular inspections to check that the specification is being met in terms of frequency and quality of work. To bring initial discrepancies to the attention of the contractor's site supervision, and refer ongoing problems to the Headteacher. To assist the Headteacher in the completion of satisfaction certificates by providing information about general standards of cleaning.	4
To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974.	5
To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.	6
To undertake portering and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.	7
Incidentally to the primary functions of the job, to clean designated areas and ensure that they are kept in a clean and hygienic condition. To be responsible for sanitary conditions and replenishing sanitary materials.	8
To undertake general duties, such as collection and distribution of mail, dealing with lost property, general cleaning of store rooms and boiler rooms, obtaining or storing equipment/materials for teaching and other staff.	9
To take responsibility for the duties associated with a reasonable number of evening and weekend lettings.	10
To undertake outside duties, for example clearance of drains and gullies, general tidying, incineration of rubbish, snow clearance, etc.	11
To perform such other duties of a like nature as may from time to time be required by the Headteacher.	12

Person specification	
Essential	Desirable
Qualifications	
	GCSE English and Maths
Experience	
Experience working in similar position in an educational setting.	
Skills/knowledge	
<ul style="list-style-type: none"> • DIY skills to undertake minor repairs and maintenance of the site • Understand the principle of health and safety in an education environment including COSHE • Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload • Ability to work as part of a team or individually as required • Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post • Ability to carry out a range of administrative/clerical tasks, including record keeping, ordering and stock taking • Ability to communicate effectively both verbally and in writing • Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school • Willingness to participate in further training and developmental opportunities offered by the school 	

General information
<ul style="list-style-type: none"> • The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. • Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion. • All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.