

# Caretaker

## Job description

<b>Postholder:</b>	Vacancy
<b>Salary:</b>	Grade 6 Pt 6-7
<b>Weekly Hours:</b>	32
<b>Working Hours:</b>	Monday 12:30pm - 7:00pm (30 mins break unpaid) Tuesday – Friday 12:00pm - 7:00pm (30 mins break unpaid)
<b>Weeks Per Annum:</b>	44 weeks 39 weeks (including 5 INSET days) term time 5 weeks during half term – to be negotiated annually
<b>Responsible to:</b>	Site & Premises Manager

### Job Purpose:

To provide efficient and effective caretaking and cleaning support to the school including ensuring that the security and appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

This includes security, cleanliness, portering, monitoring contractors, routine maintenance and refurbishment, minor repairs, snow clearing, advising the Site & Premises Manager on suggested improvements to the general school environment.

Lead the development and performance of a team of cleaners, providing hand-on support where needed.

### Core Tasks and Responsibilities:

Work under the direction and management of the Site & Premises Manager, to lead and manage a team of cleaners.

The post will also involve the following duties: -

- Room preparation
- Site Security
- Locking and alarming buildings
- Cleaning
- Portering as required
- Portable Appliance Testing (PAT) (training provided)

The postholder will need to have a flexible approach, work as part of a team, as well as on their own initiative, meeting the needs of all the users of the school, students, teachers, support staff, parents, visitors and members of the community.

Carry out duties and responsibilities in accordance with the aims of the school and in such a manner as to enhance the good reputation of the school.

### **Caretaking**

- Carry out effective cleaning in the event of cleaner absence.
- Undertake moving and handling tasks including setting up/clearing away furniture and portorage of deliveries across the site in a safe in accordance with Health & Safety Guidelines.
- Remove rubbish from the blocks and dispose of according to policy.
- Daily checking of toilet facilities ensuring adequate supplies of toilet products
- Emptying of external site bins
- Following Governor meetings, tidy and reinstate rooms ready for teaching.
- Setting up chairs for assembly.
- Setting up exam tables as per exam timetable.
- Maintaining small gardens; weed removal and tidying
- Provide first aid for students in after school sessions, visitors and staff
- Snow clearing

### **Cleaning**

In the event of absence undertake cleaning duties within an agreed round, ensuring all areas are maintained to a high standard.

Review work schedules and make recommendations to the Site & Premises Manager.

### **Security**

When on duty, ensure the school premises and equipment is safe and secure at all times by:

- Opening, locking and securing school premises
- Security of keys
- Reporting breaches of security to the Site & Premises Manager.
- Securing valuable items of equipment left unsecured.
- Ensuring external/internal security lights are operating.
- Preventing trespass, including challenging identity of unknown.
- Ensuring that unauthorised parking of vehicles does not occur.
- Key holder responsibilities for call-outs
- Ensure fire escape areas are free from waste

### **Portable Appliance Testing (PAT)**

- Act as the duty holder for Portable Appliance Testing (PAT), keeping accurate electronic records and carrying out tests on a regular basis to meet legal requirements.
- Ensure PAT testing is undertaken on a regular basis and the ASSET Management log updated accordingly.

## Health & Safety

Ensure safe and effective operation of:

- Commercial and domestic cleaning equipment.
- Prescribed chemical agents are used in line with COSHH regulations.

## General Responsibilities:

Undertake professional development as required and participate in the schools' annual professional development programme.

Comply with the requirements of Health and Safety, other relevant legislation and school policies and to understand and comply with the school's Equal Opportunities Policy.

Undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

**Equality and Diversity** - Act in accordance with the DCC's Equality and Human Rights policy.

## Health and Safety

Ensure own compliance with the School's and the Authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Comply with the requirements of Parkside Community School's Health and Safety policy, other relevant legislation and school policies and procedures.

## Risk Management

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

## Training

Training will be provided.

## Physical Requirements

The successful candidate is expected to be in good health and capable of lifting, moving around the site, cleaning and preparing rooms.

## Working Conditions

It should be noted some tasks are seasonal (ie examination desks, snow clearing).

## Annual Leave

All annual leave MUST be taken in school holidays

## Agreed Hours – 32 hours/39 weeks (includes 5 training days) term time.

Monday	12:30 pm	7:00 pm	(30 mins break unpaid)
Tuesday	12:00 pm	7:00 pm	(30 mins break unpaid)
Wednesday	12:00 pm	7:00 pm	(30 mins break unpaid)
Thursday	12:00 pm	7:00 pm	(30 mins break unpaid)
Friday	12:00 pm	7:00 pm	(30 mins break unpaid)

## Negotiated Hours – 32 hours/5 weeks during half term.

# Caretaker

## Person Specification

Criteria	Qualities
<b>Education and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Sound general education.</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• Enhanced DBS clearance</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Building Security</li> <li>• Range of caretaking and cleaning duties</li> <li>• Supervisory experience</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience of working in a school or other educational setting</li> <li>• Knowledge of Microsoft Office</li> </ul>
<b>Special Aptitudes</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge of using a full range of cleaning equipment and materials.</li> <li>• Good organisational skills, having the ability to prioritise, plan and manage time effectively.</li> <li>• Health &amp; Safety procedures and safe working practices including COSHH.</li> <li>• Ability to undertake minor repairs and maintenance.</li> <li>• Able to deal with a variety of situations simultaneously.</li> <li>• Operate calmly and effectively under pressure.</li> <li>• Think creatively to solve problems and identify opportunities.</li> <li>• Good personal, oral and written communication skills including IT, Microsoft, Email.</li> <li>• Ability to maintain confidentiality over matters relating to the school, students, staff, governors and parents.</li> <li>• Accuracy and attention to detail.</li> <li>• Work on own initiative and as a member of a team.</li> <li>• Show initiative, self-motivation and a commitment to the school.</li> <li>• Recommend and show a positive attitude to change</li> </ul>
<b>Interpersonal Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent attendance</li> <li>• Excellent punctuality</li> <li>• Team worker</li> <li>• Communication Skills</li> <li>• Integrity</li> <li>• Reliability</li> <li>• Positive attitude</li> <li>• Resilience</li> <li>• Sense of humour</li> <li>• Effective time management</li> </ul>

## Conditions of employment:

The Postholder:

- Must at all times carry out responsibilities in accordance with those outlined in the job description attaching to the scale of post.
- The postholder must carry out his/her duties and responsibilities within the guidelines of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulation made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.
- Must work in accordance with Parkside Schools' policies and procedures regarding Safeguarding (Child Protection) and confidentiality.

July 2024

*Parkside Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrate and share this commitment.*

## Notes:

This job description may be amended at any time in consultation with the postholder.

Next review date: July 2025

## Postholder's signature:

Name:

Date:

