

Job Description and Person Specification

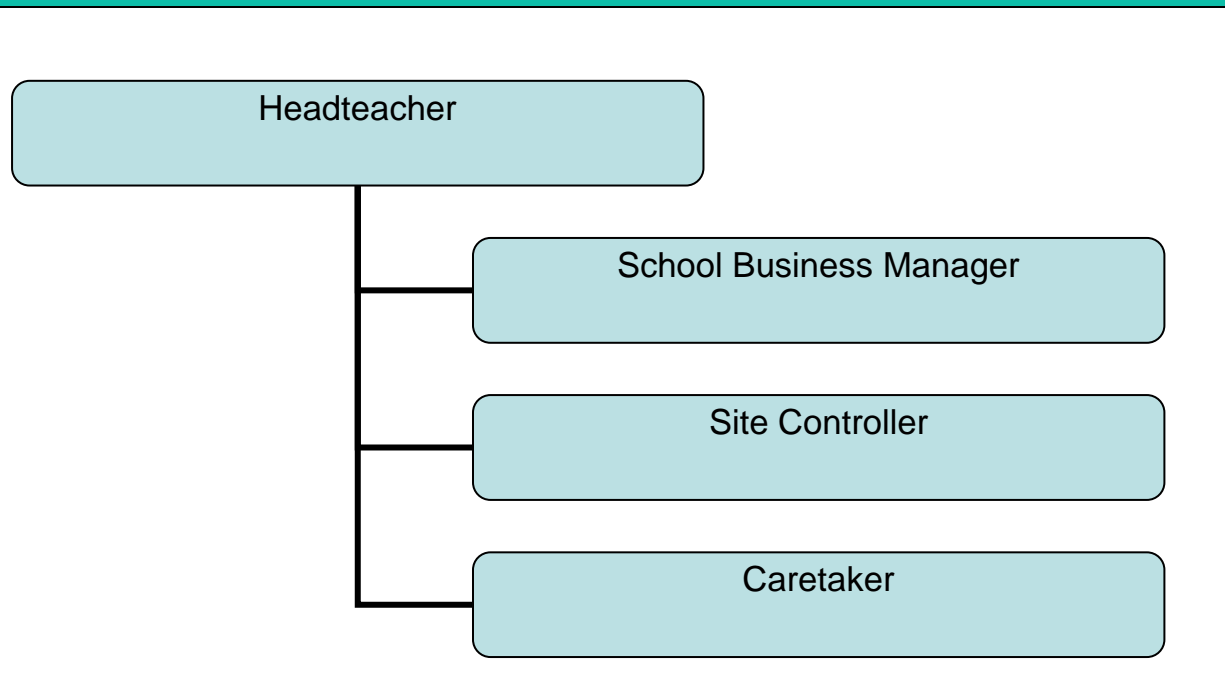
Job title	Caretaker – Special Needs School
School	The Castle School
Salary grade	Grade D
Work location	Newbury
Reports to	Site Controller / SBM / Headteacher

JOB PURPOSE

To be responsible (under instruction from the Site Controller / SBM / Headteacher) for the maintenance of the school premises and buildings.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

- Undertake daily cleaning of the caretaker's allocated areas
- Requisition of caretaking and cleaning supplies when stock levels are low. Store safely. Check and record their delivery
- Replenish and stock soap, toilet rolls and paper towels, gloves and such other items as required by the school if they running low
- Routinely check the operation of the fire alarm and fire doors
- Routinely check fire exits and fire extinguishers

- Organise fire drills on a regular basis and record the outcome
- Organise emergency lighting inspections on a regular basis and record and report the outcomes
- Organise water testing inspections on a regular basis and record and report the outcomes
- Complete all PAT testing for all electrical equipment in the school and keep appropriate records
- Undertake any necessary action as directed by the Site Controller / SBM / Headteacher in the event of bad weather or emergency
- Be a “keyholder” responsible for security and arrange access to the site
- Attend site should any alarms be activated out of hours
- Respond when available to any call from emergency services as principal (but not sole) keyholder.
- Attend relevant and appropriate training e.g. lifting, fire extinguisher course, Legionnaires, working at height etc.
- Ensure areas around the school site are made safe during snow or icy conditions. Ensure an adequate supply of salt at all times
- Oversee all contractors when they are on site
- When on duty, direct building contractors to the site of the repair and maintenance works, verify what contractors have attended and note the completion of the tasks for which they were hired.
- Detect and report building defects to the Site Controller
- To carry out regular safety checks and inspection of school minibuses, including maintenance of fluid levels, tyre pressures and cleanliness of instruments and exterior windows
- Undertake minor repairs within your level of competence allowing for caretaking priorities, paying special attention to health and safety guidelines
- Respond to any onsite emergencies as they arise including cleaning of bodily fluids.
- To empty nappy bins each day and replace bags
- Arrange and/or carry out the movement of furniture and equipment within the site
- Assist with the distribution of items delivered to the site, as required and as quickly as possible to avoid large items blocking exits and entrances
- Complete a programme of painting and decorating to keep the interior of the school in good order
- Take responsibility for various out of hours’ lettings on the evenings and weekends.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, treating everyone with fairness and dignity
- Comply with school health and safety policies, procedures and rules, ensure PPE is always used when carrying out duties
- To assist with grounds maintenance, such as grass cutting, weeding, pruning , leaf collection and pest control
- To carry out any other reasonable duties within the overall function of the job
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SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION	Essential/ Desirable
Experience	
GCSE grade C in English, Maths and ICT or equivalent	Essential
Previous experience of carrying out minor repairs and maintenance	Essential
Knowledge and experience of health and safety requirements	Desirable
Driving	Essential
Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Skills and abilities	
Ability to establish and develop positive relationships with all staff and visitors	Essential
Sound communication skills	Essential
DIY skills	Essential
Work-related personal qualities	
Confident, patient and tactful approach to staff enquiries and complaints	Essential
Flexible and approachable	Essential
Resilient under pressure	Essential
Other work-related requirements	
Required to wear protective clothing for some tasks	Essential
Current Driving Licence with D1	Essential
Committed to undertake work related training when required	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential