

GREAT SANKEY HIGH SCHOOL

Caretaker

JOB DESCRIPTION & PERSON SPECIFICATION





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JOB DESCRIPTION

Caretaker

Core Purpose: To carry out the duties of a school caretaker as set out in the current School Teachers' Pay and Conditions document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.

To uphold the school's principles/policies which underpin good practice and the raising of standards.

Key Responsibilities:

- To be responsible for the care of the premises, their service contents, and to report any defects to the Leader of Premises; this shall include the checking of the security of the premises when on duty and informing the police of any trespassers on the school grounds.
- To be responsible for the unlocking and locking of the building at the start and end of each school day. This includes being a registered key holder.
- To liaise with external contractors / Local Authority regarding any maintenance repairs, work or refurbishment of the school environment and report to the Leader of Premises
- To monitor the cleaning of the building to ensure that all work is carried out in accordance with the cleaning specification.
- To keep all caretaking cleaning equipment in a clean working condition.
- To remove any graffiti
- To undertake designated cleaning duties during term time and carry out cleaning operations during school closure periods.
- To ensure adequate and complete replenishment of cleaning materials required.
- To check the heating installation daily during the heating season and to maintain fuel supplies and economise in the use of water, gas, electricity, and heating fuel.
- To carry out such pottering duties as may be required including the reasonable movement of furniture.
- To carry out banking duties and erect and dismantle dining tables where appropriate.
- To keep a clear way through snow so that pupils and staff may have ready access to school.
- To clean and maintain grease traps.
- To carry out minor repairs to the building fabric and its fixtures.
- Monitor and replenish washroom consumables.
- Assist with the set-up and removal of furniture for exams / internal meetings or external lettings.
- Assist with the upkeep of the grounds and hard standing areas.
- Have basic computing skills for using site systems controlled by a pc.
- Willing to perform offsite duties at locations linked to the school.
- Assess and maintain the appearance of the site decoration.
- Liaise with external lettings.
- To carry out other duties reasonably deemed to be within the responsibility of the post as requested by the Head teacher or other designated teacher.

Maintenance and minor repairs that could reasonably be undertaken by post holder may include:

Maintenance

External

Clean out rain-water gullies and road gullies (within school site).
Picking of litter in planted areas and hedge rows when required.
Regular sweeping of pathway.
Replenish washroom consumables.
Take utility readings for the Finance Manager.

Internal

Painting
Cleaning of PE equipment when required.
Cleaning of the building fabric and grounds.

Minor Repairs

Replace tap washers to sanitary fittings.
Replace waste plugs and chains.
Clean cut waste traps and chemical diluters in line with CC Health and Safety Guidelines.
Clean out waste pipes as required.
Fill holes or depressions in plastered walls.
Refix door ironmongery as required.
Refix window ironmongery as required.
Refix small items of ironmongery, e.g., toilet roll holders, notices etc.
Remove graffiti as required.
Replace and reposition suspended ceiling panels as required.
Ensure self-close doors operate and adjust as necessary.
Minor repairs to furniture.

Engineering

Replace light tubes and starters up to 3.50m height.
Set time clocks as required.
Check setting of thermostats.
Change over heating and hot water pumps as required.
Oil and grease heating equipment, eg pumps as required.
Bleeding radiators as required.
Ensure that all locking devices are functioning as intended.
Perform legionella regulatory flushes.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher

Person Specification / Selection Criteria for Caretaker

Note: Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
No qualifications required as full training will be provided, but a general knowledge / interest of DIY would be preferable		D	AF
A commitment to continued professional development	E		AF/I

[B] Experience & Knowledge

Experience Requirements	Essential	Desirable	Source
Experience not essential as full training will be provided		D	AF/I
Experience of Health, Safety and Welfare legislation		D	AF/I
Experience of being a responsible premises key holder		D	AF/I

[D] Personal Qualities and Skills

Personal Qualities and Skills Requirements	Essential	Desirable	Source
To complete administration procedures for timesheets, health & safety check sheets, holiday requests forms and car mileage	E		AF/I
Ability to follow written / verbal cleaning procedures	E		AF/I
Ability to follow health & safety procedures	E		AF/I
Ability to work alone as well as part of a team	E		AF/I
Ability to communicate and liaise with user groups and members of the public	E		AF/I
Be physically fit and able to work at height or in confined spaces	E		AF/I
Flexible approach to work with an ability to respond to demands of users	E		AF/I
Full driving licence required	E		AF/I
Must undertake all training provided as required for the post	E		AF/I
A commitment to user groups and their needs	E		AF/I
Ability to understand and demonstrate commitment to equality and diversity desirable but full training will be provided	E		AF/I

[E] Pre-Employment Checks

Pre-Employment Checks	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
DBS Clearance post appointment	E		N/A

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: AF=Application (form+letter); I=Interview; R=Reference)