

Caretaker Job Description

JOB TITLE: Caretaker, term time only 10 hours per month

RESPONSIBLE TO: Headteacher & School Business Manager

RESPONSIBLE FOR: NA

JOB PURPOSE: Responsible for day to day maintenance of a safe and secure site and building via regular completing of statutory and non-statutory visual and other inspection checks and basic maintenance.

While not exhaustive the list below summarises typical duties;

- Undertaking a visual building check periodically to identify any damage or maintenance issues that require an instant response.
- Undertake termly visual inspection using checklist provided. Complete checklist returning it to the school business manager and provide a verbal report on outcome of inspection checks.
- Carrying out basic maintenance tasks, including unblocking pipes and putting up signs
- To undertake generic monitoring tasks including asbestos (visual inspection) legionella checks, emergency lighting, fire alarm.
- Routine repairs such as removing any broken glass from windows.
- Reporting any jobs which require a skilled tradesman, such as plumber/ joiner or electrician to the school office as necessary.
- Supporting school colleagues with basic labour tasks e.g. moving furniture.

Full training will be provided and will include:

- Health and Safety
- COSHH regulations
- Fire Safety
- Lone Working
- Manual Handling and;
- Working at Heights



PERSON SPECIFICATION		
Job title: Caretaker		
CRITERIA	Essential (E) or Desirable (D)	Evidenced by Application Form (AF) or Interview (I)
EDUCATION		
Literate and numerate (GCSE grade C or equivalent)	E	AF/I
Recognised qualifications in relevant areas, time served in building trade or apprenticeship or other relevant experience.	D	AF/I
KNOWLEDGE, SKILLS & EXPERIENCE		
Considerable DIY skills and/or experience; demonstrating skills in plumbing, electrical work, carpentry/ joinery or painting to competent DIY standard.	E	AF/I
Experience of undertaking responsibility for the care and maintenance of premises.	E	AF/I
Use of IT systems	D	AF/I
Experience of working as part of a team	E	AF
Experience of working in a school environment.	D	AF
Experience in the building industry.	D	AF
Previous key holder responsibilities.	D	AF
Experience of using specialist equipment (e.g. scaffold, ladders, etc)	D	AF
Knowledge of Health & Safety and hygiene regulations relevant to the post.	D	AF/I
Awareness of COSHH regulations	D	AF/I
An understanding of and a commitment to safeguarding and promoting the welfare of children (an enhanced DBS will be required).	E	AF/I
Knowledge of the MAT and objectives of the school.	D	AF



Knowledge of maintenance and security systems and procedures.	D	AF
Knowledge of the operation of heating, ventilation systems and common causes of malfunctions.	D	AF
Ability to undertake heavy lifting and other strenuous tasks, requiring an appropriate level of physical fitness.	E	AF/I
Ability to deal with occasional emergencies outside of normal working hours.	E	AF/I
Ability to respond calmly to emergencies	E	AF/I
Ability to communicate and liaise effectively with persons at all levels and to deal with contractors.	E	AF/I
Excellent organisational skills, with the ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets.	E	AF/I
Demonstrate a desire and willingness to learn new skills.	E	AF/I