



Caretaker

Job Description - Level 2 – Grade D

Purpose of Job

To assist in the provision of the maintenance and security of the school premises and site to promote a safe working environment. Duties include ensuring buildings and site are secure and undertaking minor repairs.

Key accountabilities/duties/responsibilities

Alongside the full time Site Manager;

- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.
- Undertake minor repairs and maintenance of the buildings and site, as directed by the headteacher, that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc.)
- Take reasonable action to keep drains, downspouts, waste pipes etc. clean and clear of minor blockages that are clearly visible.
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves. Maintain the garden areas in the playgrounds.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training, other learning activities and performance development as required

Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager. This job description is not exhaustive and may change as the post develops. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

The School's Commitment to Equality

To deliver the school's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the school deliver

Caretaker

Person Specification

Knowledge, training and experience relevant to the post	Essential /Desirable
<ul style="list-style-type: none"> Educated to NVQ level 2 / GCSE Grade A-C or equivalent knowledge and experience 	E
<ul style="list-style-type: none"> Knowledge of procedures and policies in relation to school security, relevant health and safety, COSHH regulations 	E
<ul style="list-style-type: none"> Literacy and numeracy skills to enable basic work records to be kept 	E
<ul style="list-style-type: none"> Relevant work experience 	E
<ul style="list-style-type: none"> Able to use basic tools to undertake minor maintenance repairs 	E
Skills	
<ul style="list-style-type: none"> Work within instructions to complete tasks to stated time and quality standards 	E
<ul style="list-style-type: none"> Carry out work that is highly specific in nature, for example minor repairs, moving furniture and equipment, gardening, painting 	E
<ul style="list-style-type: none"> Exchange straightforward information, asks questions and seeks clarification regarding duties and/or requests for caretaking 	E
<ul style="list-style-type: none"> Build and maintain effective working relationships with colleagues to ensure the appropriate level of service is provided 	E
<ul style="list-style-type: none"> Deliver a direct service to meet school needs and health and safety requirements 	E
<ul style="list-style-type: none"> Use initiative to identify problems and take appropriate action, such as reporting to colleague or head teacher, or if possible repair or resolve, for example broken furniture etc. 	E
<ul style="list-style-type: none"> Contribute to whole school policies and ensure their implementation 	E

Personal Qualities	
<ul style="list-style-type: none"> Flexibility, enthusiasm, resilience and drive. 	E
<ul style="list-style-type: none"> A commitment to further professional development and training. 	E
<ul style="list-style-type: none"> Ability to inspire, engage and motivate all children 	E
<ul style="list-style-type: none"> Demonstrate professionalism at all times 	E
<ul style="list-style-type: none"> Ability to work as part of a team 	E
<ul style="list-style-type: none"> Ability to reflect 	E
<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with pupils 	E
<ul style="list-style-type: none"> Have a willingness to demonstrate commitment to the values and ethos of Northside Primary School 	E