

JOB DESCRIPTION & PERSON SPECIFICATION

Department	Education & Lifelong Learning
School	
Post Title:	Caretaker
Vision Post Number:	
Responsible to:	
Posts reporting:	
DBS Required Level:	Enhanced
Date of Description:	

1. LINE MANAGEMENT

The Caretaker will be responsible to the Headteacher for the satisfactory completion of his duties. The Caretaker is required to undertake the following duties in order that the school buildings and environs are maintained to the high standards expected by pupils and staff of the school.

Hours of Duties

The Caretaker will work 37 hours per week as set out below, but a “flexible” approach to duty hours is essential.

Monday - Sunday - hours to be arranged with Headteacher.

Leave of Arrangements

Annual leave must be taken during school holiday periods (except with the prior consent of the Headteacher).

Wage

Wages will be paid in accordance with the National Agreement on Pay and Conditions of Service.

During the heating season the Caretaker will be required to check the heating systems on weekends for which overtime rates are payable.

2. **DUTIES**

2.1 Responsible for the security of the premises and to respond to any calls which may be made as a result of the burglar alarm being activated.

N.B. Subject to the Local Education Authority Guidelines Document on Security of School Premises the Caretaker, being responsible for security, will be the custodian of keys for those premises for which he has responsibility. This does not mean that the Caretaker is the sole owner of the keys and he must relinquish the keys to the Headteacher when requested to do so.

2.2. Responsible for the lighting and heating of the premises.

2.3 Responsible for the cleaning of the premises including:-

- i. Cleaning personal cleaning area;
- ii. Monitoring cleaning undertaken by contractors' cleaners. Any deficiencies should initially be reported to the Headteacher, thereafter to the District Cleaning Inspector;
- iii. The Headteacher will introduce a check list to assist the Caretaker in carrying out this monitoring role.
- iv. Responsibilities during the day, when cleaners not available, for cleaning toilets and emergency spillage's as directed by the Headteacher.
- v. Cleaning toilets following evening use where other arrangements have not been made.
- vi. Removal of graffiti from walls etc.

2.4 Portage duties.

2.5 Supervision of the whole of the premises in accordance with the hours set out above.

2.6 Personal responsibilities for ensuring that all paved areas within the site are kept clean, tidy, litter and weed free. The Caretaker is also responsible for keeping grassed areas litter free.

2.7 Record and update position of service outlets (gas, electric, oil and water), and assist with location for inspection purposes etc., as and when necessary.

2.8 Cleaning all surface gullies. During periods of dry weather, drainage gullies must be kept topped up with water so as to avoid smells.

2.9 Cleaning gutters periodically to keep them clear of accumulations (see attached procedural document).

- 2.10 Disinfecting, as required by the Headteacher, all drains, W.C.'s and refuse bins.
 - 2.11 Ensuring that all doors, windows and gates are locked each night. When required the Caretaker must personally superintend outside use of premises.
 - 2.12 Ensuring that all premises are thoroughly cleaned, aired and, if appropriate, heated by the re-opening day after all holiday periods.
 - 2.13 The Caretaker is responsible for checking the receipt of cleaning materials and maintaining consumption records of water, gas, electricity, oil and any other fuel (see attached procedural document).
 - 2.14 During periods of severe weather, it shall be the Caretaker's responsibility to take such measures as may be necessary to prevent freezing of water systems and paths etc., so as to keep premises functional.
 - 2.15 To carry out duties as required, eg putting up shelves and display boards, changing tap washers, painting etc, in line with qualifications and training of the post holder.
3. Good housekeeping in line with Fire Service recommendations including:-
 - 3.1 responding to their periodic instructions
 - 3.2 maintaining correct fire notices throughout the building, checking fire exits, placement of extinguishers and checking emergency bells and lighting are working on a regular basis, recording outcomes and alerting the headteacher to any difficulties.
 4. Health and Safety
 - 4.1 To carry out routine health and safety checks as required, e.g. water temperatures, milk temperatures, record outcomes and alert the headteacher to any difficulties.
 5. Such other duties relating to the use of the premises commensurate with the level and responsibilities of the post.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Headteacher, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.

PROCEDURAL DOCUMENT

The following procedural guidelines are for the purpose of assisting Headteachers when examining the roles and duties of Caretakers.

Due regard must be given to the requirements of the Health and Safety at Work Act (1974) which impose a “duty of care” upon employers to take reasonable steps to ensure a safe and secure working environment for all staff. Furthermore, training should be provided to enable Caretakers to competently and safely carry out their duties and protective clothing issued when required. Circulars are also available from the Department’s Health and Safety Officer highlighting various aspects of health and safety legislation and good practice e.g. safe use of ladders, lifting techniques, use of week-killers.

In this respect, particular attention should be given to those items outlined below:-

- 2.6 If chemical week-killers are used steps must be taken to ensure that their use complies with the control of Pesticides Regulations (1986) and Control of Substances Hazardous to Health Regulations (1988).
- 2.9 Caretakers who are required to clean gutters of accumulations should only carry out such a task alone for single storey buildings not exceeding 12’ in height. If buildings are double storey, suitable platforms/towers should be erected and assistance afforded the Caretaker in securing ladders, etc.
- 2.13 Where inspection chambers are placed on pavements outside the school boundaries, an additional member of staff should be present at the inspection to prevent accidents to Caretakers or passers-by. Caretakers are not required to read meters situated on roads.
- 2.16 In considering the extent of duties under item 2.15 which a Caretaker may reasonably be asked to carry out. Due regard should be given to the levels of competence being demonstrated by the existing postholder. Consequently, the handyperson duties required of the Caretaker should not exceed such levels.

Caretakers must take care to ensure that correct fuse ratings are installed in plugs and that all plugs conform to BS 1363.

PERSON SPECIFICATION

The Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Experience** section describes what is required in terms of what is needed to undertake this job.

The **Qualifications / Training** section describes the required standards needed to undertake this particular role.

The **Knowledge / Skills** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have.

	Essential	Desirable
Knowledge/ Qualifications	<ul style="list-style-type: none"> Welsh Language Level 1 – All employees will be required to undertake a basic Welsh Language Induction to reach this level. 	<ul style="list-style-type: none"> Knowledge of property maintenance procedures Relevant trade qualification(s) Welsh Language Level 2-level 5. For detail on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.
Experience		<ul style="list-style-type: none"> Understanding and/ or experience of the primary school setting Experience of general property maintenance including cleaning tasks.
Skills/ Abilities	<ul style="list-style-type: none"> Good interpersonal skills necessary to work with LEA and other agencies, a team of teachers and support staff Ability to work to instructions and on own initiative at times Commitment to further training where necessary 	<ul style="list-style-type: none"> General property maintenance skills and abilities, including cleaning. Building improvement and decorating skills Ability to use machinery e.g. hand tools and cleaning equipment
Personal characteristics	<ul style="list-style-type: none"> Commitment to working in a school environment A committed, flexible and reliable approach 	

	<ul style="list-style-type: none">• A good record of attendance and punctuality at previous employment	
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