

Bramley CofE (VA) Infant and Nursery

Job Description – School Caretaker PS3



Job Title: School Caretaker/Site Manager

Job Purpose:

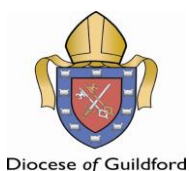
- The Caretaker is responsible for the school and its grounds. Ensuring the facilities are maintained and in partnership with the Head Teacher and School Business Manager responsible for ensuring projects to maintain and update the building and grounds are implemented.
- Provide security and caretaking service to the school to minimise risks to the health and safety of those using the school site, and to limit the possibility of damage to the school premises and loss of property through theft outside normal school hours.
- To carry out a full range of duties to provide high standards of cleanliness, general security and maintenance of the school premises. To include cleaning, handyman activities and some supervision of school cleaning staff.
- Some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture

Responsible to (a) Head Teacher
(b) School Business Manager (SBM)

PRINCIPAL DUTIES AND RESPONSIBILITIES

General

- Keep the site safe clean and tidy to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.
- Contribute to maintaining the site in a good state of repair and maintaining heating and lighting, to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning.
- Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents.
- Maintain monitoring procedures and regular checks to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies.
- Maintain confidentiality inside and outside of school.
- Understand and apply school policies.
- Work within child protection policies.
Answer simple queries politely and refer others.
- Report any problems or incidents, e.g. breakdowns, deficiencies to SBM
- Receive visitors, workmen and contractors in a courteous manner, to promote a positive image of the site, and monitor the safety/ quality of their work.
- Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.



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- Undertake range of handyperson duties (ie those not requiring a qualified craftsperson) as directed by the Head teacher or SBM.

Liaison with Head Teacher/School Business Manager

- Work closely with the Head Teacher/SBM to prioritise jobs and work out a schedule for access to the site when there is a project in process over the school holiday.

Resources

- Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary
- Seek out new resources that will improve the cleanliness and enhance the school
- Have understanding of how to operate school alarm systems. Training will be arranged as necessary

Knowledge and Skills

- Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements

Supervision and Management

- The post holder will often be required to work without direct supervision ie during school holidays, following lone working guidelines as necessary
- The post holder will be responsible for having oversight of the work of the cleaner(s) and reporting any issues to the SBM.

Key contacts and relationships

- Daily contact with the Head teacher or SBM.
- Build positive relationships with school staff, responding willingly to reasonable requests for assistance
- Be prepared to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu eg Open Evenings, school clubs.

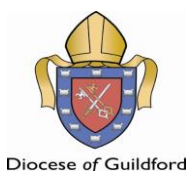
Work with others

- Develop strong relationships with other staff
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.

Values: To uphold the values and behaviours of the school.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Note: This job profile is subject to review and amendment in consultation with the Head Teacher so that the role continues to develop in line with the needs of the school. The job profile is not a definitive list but includes the principal responsibilities of the post. The Caretaker will possibly need to undertake extra duties and work extra hours on occasions as agreed with the Head Teacher



Bramley CofE (VA) Infant and Nursery Person Specification – School Caretaker



Qualifications and Experience

Essential	Desirable
Willingness to undertake any relevant training.	First Aid at Work qualification.
Effective communication with a variety of stakeholders including the ability to relate to children.	Experience of working in a school.
Relevant experience in handyman type role	

Skills and knowledge

Essential	Desirable
Ability to build effective working relationships with staff and other stakeholders.	Knowledge of Health and Safety relevant to a school environment
Ability to liaise effectively with outside agencies.	Experience of premises and grounds maintenance administration.
Procurement experience in obtaining best value.	.

Personal Qualities

Essential	Desirable
High level of personal integrity. Self-motivated, efficient and well organised.	
Proactive, able to identify and resolve issues, and ready to seek guidance when relevant.	
Able to handle challenging situations, keeping calm under pressure.	
Ability to build sound relationships with children, staff, parents and governors.	
Honest, trustworthy, friendly and supportive.	
Enjoy being part of the school community and take an active role in school life.	
Flexibility to adapt to an ever-evolving role.	
Be comfortable working within the Christian vision and values of the school	

