



Job Description

Job Title: Caretaker

Reporting to: Business Manager and Headteacher

Grade/Salary: C+ (SCP 7-8 £26,402.69 – £26,823.74)

Hours: 37 hours per week, whole time

Location: Riverdale Primary School, Hambleton Avenue, Redcar, TS10 4HQ

The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe. Enhanced DBS check is required for this post due to working within a school environment

Job Purpose:	<p>To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all building users.</p> <p>Supervises cleaning staff, ensuring high standards of cleanliness within the school</p>
Operational Issues:	<ul style="list-style-type: none"> • To ensure the security of the building and site, undertaking daily security checks, • Act as a designated key holder, providing response to emergency calls. • Locking and unlocking of buildings at pre-determined times • To monitor the heating system and report any faults to their manager • To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow. • To undertake general portering duties whilst on site to include moving furniture & equipment on site • Receive deliveries to the site • To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings • To assist with cleaning duties as required • Collect and assemble waste for collection
Communications:	<ul style="list-style-type: none"> • Communicate effectively with other members of staff within the school. • Welcome contractors onto the site and check clearances
Resource management or	<ul style="list-style-type: none"> • Supervises the work of the cleaning staff within the school • To participate in the training and development and performance management processes within the school • Order, stock control and store cleaning and caretaking equipment and products safely and securely

Buildings and Infrastructure:	<ul style="list-style-type: none"> • Ability to carry out informal risk assessments on buildings to identify faults/hazards
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and information:	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post.
Health and Safety:	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately



Person Specification

Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Good standard of education 	
Experience <ul style="list-style-type: none"> • Awareness of Health & Safety legislations • Experience of undertaking general cleaning and caretaking duties 	
Skills and Abilities <ul style="list-style-type: none"> • Ability to assess situations and take appropriate action to ensure risks are minimised to staff, visitors and members of the public • Following appropriate training to be able to use identified tools and equipment, monitor contracts and supervise staff. • Able to assess, carry out and supervise small building repairs and minor maintenance tasks. 	<ul style="list-style-type: none"> • Supervisory experience • Experience of working as part of a team
Occupational Skills <ul style="list-style-type: none"> • To work on your own initiative and be able to work as part of a team to achieve specific standards • Be prepared to work flexible hours • Physically be able to meet the demands of the job • Ability to manage time effectively to complete tasks to a high level. • Basic IT skills • Self-motivated • Punctuality • Attention to detail • Good verbal communication skills 	