



St. Luke's Primary School Caretaker (P/T)

Job purpose	The Caretaker is required to carry out, under the reasonable direction of the Headteacher, the appropriate duties in the case of school buildings and the open environment, in matters of site security, safety, cleanliness and comfort conducive to the working needs of children and other employed staff on the school site in partnership with the other part-time Site Manager.
Hours of Duty:	15 hours per week (3:00 – 6:00 p.m.) 52 weeks per annum
Condition of Appointment:	NJC for Local Government Services Grade 4 / Pt7 – Pt11 (£24,294 - £25,979 FTE)
Qualifications / Training:	Literacy & Numeracy skills Health & Safety
Experience	General property maintenance to DIY level, Communicating with people at all levels, experience in a similar role
To whom the postholder reports	The postholder is responsible to the: <ul style="list-style-type: none">• Headteacher in all matters
Duties and responsibilities specific to the post	<p>Principal duties and responsibilities:</p> <ul style="list-style-type: none">• To always ensure that pupils, staff and others have a clean, safe and hygienic environment in which to work.• To work on a weekly late rota during term time, for afternoon shift: 3:00 – 6:00 p.m.• To be flexible with working hours during periods of extreme weather (eg. snow) and when required for occasional events.• To work in partnership with the part-time Site Manager and provide cover for opening and closing of the school, as and when required, due to holiday and sickness. <p>Specific responsibilities:</p> <p>Security of premises</p> <ul style="list-style-type: none">• Open and close all necessary gates for parent/carer access at the end of school day / end of after-school activities• End of day: Check all windows are locked, lights switched off. lock all necessary doors and gates. Re-activate intruder alarms.• Report all breaches of security to relevant parties. <p>Repairs and Maintenance</p> <ul style="list-style-type: none">• Inspect the site and grounds to identify damage, vandalism and wear and tear, completing the documentation provided reporting to the Site Manager.• Identify minor or major repairs and maintenance and ensure that all necessary minor repairs are carried out promptly and efficiently.• Liaise with Site Manager regarding cleaning materials / equipment,• Liaise with the schools Health and Safety representatives• Liaise with contractors prior to and during the repairs and maintenance works to ensure co-ordination of the School's activities and to avoid disruption to the school.• Ensure that contractors conform to Health and Safety standards to protect themselves and other site users

	<p>School Building and Grounds</p> <ul style="list-style-type: none"> • Ensure that the school hall / community area is suitable for any of out of hours use / next school day • Clean internal and external windows and doors on a rolling ½ termly programme. • Clean external signs / notice boards and remove graffiti. • Maintain a safe and pleasant and litter free environment. • Maintain school bins, in the bin store, located on the car park. • Ensure all playgrounds, outdoor areas and school pathways are clear and tidy. • Ensure main routes into school are clear and safe for pupils and staff. This includes the use of grit / salt when required and ensuring grit / salt are stored appropriately. • Maintain school car parks • Set up outside equipment if needed by teachers and other staff. • Carry out grounds maintenance work, except for that work covered in Grounds Maintenance Contract / Service Level Agreement. • Develop knowledge and understanding of the heating system, including reporting of any defects. • Ensure that the plant area is checked – clean and tidy • In consultation with the Site Manager, arrange for installer / emergency services to be contacted if a fault occurs. • Carry out risk assessments around the school as part of daily hours and report any potential hazards to Site Manager • Attend relevant LA Health and Safety training • Lead fire evacuation procedure between the hours of 3:00 – 6:00 p.m., liaising with other site users regarding fire drills, etc. • Liaise with Head teacher and Deputy Headteacher in exceptional circumstances. e.g. where a school closure maybe needed due to snow, heating and water issues. <p>Other General Duties</p> <ul style="list-style-type: none"> • Setting out and clearing of furniture for other functions as required. • General portorage duties. • Removal of recycling around the school • Carry out other duties that the Head Teacher or Senior Leadership Team may from time to time ask the post holder to perform. • Attend other relevant training appropriate to the role.
<p>Generic duties and responsibilities</p>	<ul style="list-style-type: none"> • To attend any relevant training. • To have a basic IT knowledge, including use of word processing, and data processing. • To undertake any other functions and duties that become necessary and as designated by the Head Teacher or Line Manager
<p>Knowledge and skills</p>	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to relate well to children and adults • Ability to organise, lead and motivate other staff • Work constructively as part of a team, understanding school roles and responsibilities and your own position with these • Ability to self-evaluate learning needs and actively seek learning opportunities



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	Essential	Desirable
<u>Qualifications and Training</u>		
NVQ Level 1 or equivalent in relevant discipline	✓	
Evidence of up to date Health and Safety Training	✓	
Good literacy and numeracy skills	✓	
GCSE Grade C or equivalent in English and Maths		✓
IOSH working safely qualification		✓
1 st Aid qualification		✓
<u>Experience</u>		
Experience of caretaking	✓	
Experience of taking responsibility for the security of a building	✓	
Experience of working with contractors	✓	
Experience of managing COSHH		✓
Experience of a relevant trade e.g. electrical, plumbing, construction		✓
Experience of working in a school / education setting		✓
<u>Skills and Knowledge</u>		
Knowledge of relevant H&S policies and procedures	✓	
Able to carry out site inspections / health and safety checks and maintain records / documentation provided	✓	
Able to use a range of basic tools, machinery and equipment	✓	
Able to carry out DIY and handy person general repairs without guidance	✓	
Ability to lift and carry items	✓	
Ability to work at heights (roof access will be required)	✓	
Knowledge of fire safety legislation		✓
Knowledge of security systems		✓
Knowledge of heating and boiler systems		✓
Ability to manage COSHH		✓
Plumbing / joinery skills		✓
<u>General</u>		
Ability to manage own work effectively	✓	
Willingness to work as part of a team	✓	
Willingness to participate in development and training opportunities	✓	
Willing to work outside of school hours if needed (occasional weekend work)	✓	
Ability to work to deadlines	✓	
Ability to use own initiative	✓	
Computer Literate with good ICT skills	✓	
Basic level of administrative skills	✓	
Good communication skills	✓	