



JOB DESCRIPTION

Job Description: Caretaker

Grade: SCP 11-13

Contract: 37 hours per week Full Year
Shift pattern Week 1: 6.30am- 2.30pm
Week 2: 12.30pm - 8.30pm

Fixed Term 1 Year Contract (may be extended upon review)

Core Purpose of the Job:

Under the direction of the School Manager and in certain instances the Headteacher, the Caretaker will be responsible for the care and security of the premises. The Caretaker will ensure that the School operates effectively, and will provide the necessary support in accordance with their responsibilities and instructions. The Caretaker will comply fully with all health and safety requirements at all times.

Responsible to: Site Manager

Responsible for: -

Specific Responsibilities:

1. Will be the key holder and will be responsible for the security of the premises including the operation of fire and burglar alarms.
2. To be responsible for the unlocking and locking of the building at the relevant times as instructed.
3. To report any damage defects to the appropriate person including initiating the repairs system and ensuring the contractors carrying out the repairs are advised of the location.
4. To ensure that all caretaking and cleaning equipment is kept in a clean condition and any defects are notified to the Area Supervisor.
5. To carry out any cleaning duties internally or externally as required by the supervisor and/or Headteacher.
6. To ensure safe and adequate storage of cleaning and other equipment.

7. To check the heating and other energy systems and ensure that they are operated in accordance with the manufacturer's instructions, and that all defects are recorded and reported. Also to ensure and maintain adequate ventilation at the school.
8. To carry out any portorage duties of whatever reasonable nature ensuring compliance with Manual Handling Regulations.
9. To carry out internal window cleaning and external window cleaning at ground floor levels.
10. To ensure that the playgrounds/fields are kept clean and free of hazardous material e.g. glass, hypodermic syringes etc. To ensure that pedestrian areas within school grounds are clear of snow and ice to protect children, staff and visitors.
11. To clean and maintain all gullies, traps, inspection chambers and waste pipes.
12. To carry out minor repairs to the school as instructed.

N.B repairs must only be carried out provided that Caretakers are competent to do them, have been trained, have the proper tools and protective equipment and fully comply with Health and Safety standards.

13. To respond if necessary in emergency situations during and after normal working hours in accordance with the wishes of the school.
14. To undertake in emergency situations only, SCP duties in the absence of the regular SCP.
15. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
16. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
17. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

Additional Duties

To be willing to be trained as, and to be one of the school's many, First Aid Officers (for support staff recruited after September 2004)

Any other duties deemed reasonable, as directed by the Head teacher.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

Generic Responsibilities of all Rainhill Staff

- (a) To work consistently to uphold School's aims.

- (b) To work in a co-operative and polite manner with all stakeholders.
- (c) To work with Students in a courteous, positive, caring and responsible manner at all times.
- (d) To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- (e) To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- (f) To work with visitors to the School in such a way that it enhances the reputation of the school.
- (g) To seek to improve the quality of the School's service.
- (h) To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students;
e.g. 1 professional, and appropriate, appearance at all times including when out of school, eg trips, CPD etc.