



## The Warriner Multi Academy Trust



### Graven Hill Primary School

#### Caretaker

Job Information	
Reporting to	Headteacher
Grade	Grade 4 (Points 4-5)
Salary	£25,185 - £25,584
Hours /Weeks	20hrs per week Term Time Only Two Optional Working Patterns: Option 1: Mon-Thurs or Tues-Fri 5hrs per day to suit candidate Option 2: Mon-Fri 4hrs per day to suit candidate

#### General information:

Maintain clean, safe and secure school premises which includes buildings and grounds.

#### Main duties and responsibilities

##### Main purpose

- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Promoting health and safety around the school
- Other aspects of site management, such as liaising with external contractors, and site use and development planning
- Keeping accurate records of maintenance and H&S as necessary



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### **General duties**

- Carry out portage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to office.
- Carry out small repairs and DIY projects
- Regularly check oil levels

### **Cleaning**

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

### **Security**

- Maintain the security of the school premises as the main key holder
- Unlock the premises as required, including out of school hours when necessary, with notice
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety



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### **Health and safety**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to office.
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work

### **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure contractors and external visitors comply with security and health and safety while on school premises



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Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the caretaker will carry out and they may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

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As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*



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### Caretaker

### Person Specification

<b>Criteria</b>	<b><u>Qualities</u></b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>● Level 2 Award in Support Work in Schools</li><li>● IOSH qualification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>● Caretaking</li><li>● Building maintenance</li><li>● Security, including alarm systems</li><li>● Cleaning work</li><li>● Some DIY</li><li>● Working in a team</li><li>● Working with contractors</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>● Good knowledge of health and safety regulations</li><li>● Ability to work flexibly, independently and as part of a team</li><li>● Basic DIY skills</li><li>● Ability to plan, organise and prioritise</li></ul>



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<b>Personal qualities</b>	<ul style="list-style-type: none"><li>● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>● Ability to work under pressure and prioritise effectively</li><li>● Commitment to maintaining confidentiality at all times</li><li>● Commitment to safeguarding and equality</li><li>● Embraces change well</li><li>● Deals with difficult situations effectively</li><li>● Able to work flexibly and out of school hours as required</li></ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"><li>● Be reasonably fit to carry out the duties of the job</li><li>● Able to carry out some manual handling and lifting</li><li>● Able to carry out work at high levels using appropriate equipment</li></ul>

Last review date:

Next review date:

Headteacher signature:

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Date:

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