

### JOB DESCRIPTION

<b>JOB TITLE</b>	Caretaker and Maintenance Worker
<b>RESPONSIBLE TO:</b>	Site Manager & Resources Manager
<b>GRADE</b>	Single Status Grade 4 Points 9-10
<b>HOURS</b>	37 hours per week / full year Hours of work will need to be flexible within a rota/shift system including split shifts. Applicants will need to be available to work a range of hours between 6.30am and 8.30pm. Lunch breaks of 30-60 minutes will be built into the rota/shift and will be unpaid. The maximum hours per week will be 37 hours unless overtime is required for emergency cover. * Rota published separately
<b>OTHER</b>	The Site Team take responsibility for emergency call outs on a rota basis. (additional payment) To work flexibly and support events/activities at weekends when required, as agreed with the Resources Manager or Headteacher, eg, lettings (additional payment)
<b>MAIN PURPOSE OF THE JOB</b>	To provide an effective caretaking service, to assist and deputise for Site Manager in all aspects of school caretaking, maintenance, cleaning and security.
<b>KEY PRIORITIES FOR SITE TEAM</b>	<ul style="list-style-type: none"> <li>• Health and Safety – safeguarding of site and staff/pupils/visitors</li> <li>• Leadership priorities</li> <li>• School Events logistics</li> <li>• Projects : daily/weekly/termly/annual</li> <li>• Daily reaction to urgent requests from staff</li> <li>• Maintenance and upkeep of the school premises</li> </ul>

<b>Key Accountabilities</b>	<b>Key Tasks</b>
To provide an effective caretaking service and to promote the maintenance of a safe and secure school	<ul style="list-style-type: none"> <li>• Inspect, monitor and record building cleaning standards and cleaners'/contractors' performance in accordance with the Building Cleaning specification.</li> <li>• Be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.</li> <li>• Carry out security procedures for school buildings and grounds</li> <li>• Contact direct the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.</li> <li>• Carry out necessary duties where alarm systems are installed.</li> <li>• Assist with enquiries and direct workmen and contractors to the site of repair and maintenance work. Inspect, monitor and record work performance.</li> <li>• Notify the Site Manager and/or Senior Leadership, of the necessity for any repairs or maintenance.</li> <li>• Carry out non-specialist building maintenance work, eg plumbing, glazing, carpentry, decorating etc, where such work is agreed as being within the</li> </ul>

	<p>reasonable capacity of normal handyperson/DIY Skills with strict adherence to Health and Safety regulations.</p> <ul style="list-style-type: none"> <li>• To read meters and record as required, including assistance with energy conservation procedures.</li> <li>• Clean outside hard areas eg playground, paths and entrances, collect all litter, empty and collect litter from outside bins and convey to nominated collection or disposal point. Clean gullies and drains at surface level.</li> <li>• Operate Heating and hot water supply plant in accordance with instructions and carry out frost precaution procedures.</li> <li>• Take out of use caretaking and cleaning equipment known to be faulty and report the need for repair.</li> <li>• Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.</li> <li>• Accept deliveries of stores, materials and other goods and convey to appropriate storage areas.</li> <li>• Maintain adequate supplies of caretaking requirements and cleaning materials and keep records.</li> <li>• Move furniture and equipment as required.</li> <li>• Carry out cleaning in specified areas as allocated by the school, including emergency cleaning as required i.e as a result of an accident, sickness, vandalism. May be required to clean critical areas eg toilets.</li> <li>• During school closure periods undertake floor treatment work i.e preparation, application of polishes and seals and carpet shampooing as required</li> <li>• Inspect and maintain certain school equipment, effect minor repairs and report defects.</li> <li>• Replenish consumables items i.e soap, towels, toilet paper etc as required throughout the school.</li> <li>• Replace light source. Clean accessible light fittings, shades and diffusers and replace where necessary and where fittings are 3.5 metres or less from ground level.</li> <li>• Ensure that all medical waste is sealed and placed ready for collection.</li> <li>• To carry out the above duties in accordance with the school's policies and guidelines.</li> <li>• To carry out routine regular maintenance checks on the minibuses.</li> <li>• Take responsibility for driving the minibuses to garage for MOT and servicing as required.</li> </ul>
General	<ul style="list-style-type: none"> <li>• To carry out any other tasks as required by the Site Manager, Headteacher and School Leadership Team</li> <li>• Maintain a tidy and professional working environment</li> <li>• Maintain efficient systems</li> <li>• To carry out the above duties in accordance with the School's Policies and Guidelines.</li> </ul>

- *This job description sets out the duties of the post at the time it was published.*
- *The hours and the job description may be modified depending on the needs of the Academy Trust*
- *The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings*

**CAVENDISH SCHOOL  
PERSON SPECIFICATION**

<b>JOB TITLE</b>	<b>Caretaker</b>	
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• An understanding of the main Health &amp; Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment</li> <li>• A sound knowledge of the building cleaning standards contained in the Building Cleaning specification</li> <li>• Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyperson</li> <li>• Ability to carry out repair and maintenance work with expertise in DIY – eg woodwork, plumbing , painting and decorating skills</li> <li>• Experience of keeping work records</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an educational setting</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to undertake a range of caretaking and cleaning duties and maintenance and repair tasks</li> <li>• Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date</li> <li>• Ability to act on own initiative, dealing with any unexpected problems that arise</li> <li>• Ability to demonstrate good inter-personal skills to communicate with a range of people and students</li> <li>• Ability to provide high quality supervision to support the Site Manager in working with the Cleaning Staff.</li> <li>• Ability to inspect and record the work of others</li> <li>• Ability to work effectively and supportively as a member of the school team</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent training</li> <li>• Training qualifications</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Numeracy, literacy and communication skills are essential</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE Grade C or above in English and Maths (or equivalent)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work well within a team</li> <li>• A person who is quick to learn with an enthusiastic and positive attitude</li> <li>• The ability to work effectively under pressure</li> <li>• Highly motivated and proactive</li> <li>• A person who presents a friendly and professional image whilst maintaining a sense of calm.</li> <li>• Willing to work flexibly with colleagues</li> <li>• Passionate about delivering excellent customer service</li> <li>• Ability to demonstrate commitment to Equal Opportunities</li> <li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent training</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"><li>• An enhanced DBS check will be needed for this post</li><li>• Qualified Driver with willingness to undertake minibus driving and maintenance duties (a full driving licence is an essential requirement of the job)</li></ul>	
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*Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school*