

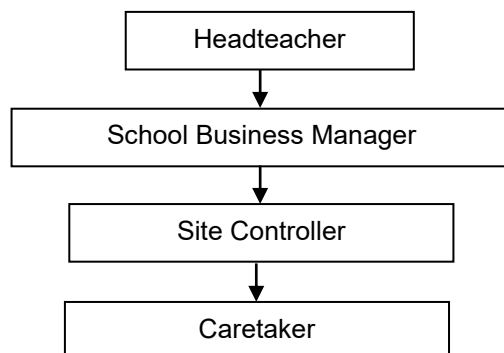
JOB DESCRIPTION

School: Brookfields School	Location: Tilehurst, West Berkshire
Job Title: Caretaker	Grade / Salary Range: Band E

JOB PURPOSE

The Caretaker will undertake the duties outlined in their conditions of service. In particular, the duties outlined below will apply for the Brookfields School site. The duties listed are not exhaustive but they do serve as a guide as to what the main duties are. It is important to remember that the Caretaker is subject to the immediate day to day supervision of the Headteacher or his / her delegated representative.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

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- **To promote equality as an integral part of the role and to treat everyone with fairness and dignity.**
- **To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.**
- **To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.**

The post holder will carry out a variety of functions, including, but not limited to; cleaning, basic plumbing, replacing light bulbs, basic carpentry, painting and decorating, portering, room set up's, grounds maintenance, escorting contractors on site, pool maintenance (training will be provided), minibus maintenance.

- Operates during and outside of school opening hours. Works both indoors and within the school grounds throughout the year.
- Security of Premises – ensure the school gates and buildings are unlocked and locked at the start / end of day
- Set alarm systems and respond to alarm / emergency call outs
- Support on site lettings when facilities are booked

- Conduct a check of buildings and grounds at start/end of day
- Works with commercial cleaning/ maintenance materials, which require appropriate handling and application. Uses equipment such as floor polishers, drills, electric saws etc.
- Ad hoc cleaning, drain clearing and rubbish collection
- Required to move furniture including heavy items. The majority of working day is spent undertaking physical activities.
- Variety of contacts including Head Teacher, staff, pupils, contractors and suppliers. Will be liaising with contractors whilst on site to ensure their safety and that of staff and pupils in maintained and that disruption to the daily routine of the school is minimised.
- Ensures that the physical school environment is maintained to a standard that allows the school to function on a daily basis.
- Replenish toilet rolls, paper towels and soap across the site
- The post holder will acquire knowledge and information about staff and pupils through their day to day contact and must be discrete and maintain confidentiality at all times.
- Able to prioritise tasks in a busy environment.
- Must be physically fit, able to bend, lift and use step ladders.
- Experience of working in a school setting desirable.
- Arrange emergency repairs as and when required to minimise disruption to the school working day. This may include arranging annual maintenance and safety checks.
- Agree with the Site Controller daily and weekly maintenance priorities and ensure work completed to required standard and within appropriate time scales
- Liaise with contractors whilst on site checking that work is completed in line with the specification and to the required standard. Refer problems to the Site Controller.
- Maintain general presentation of school grounds in line with standards agreed with Site Controller and take appropriate remedial action to include grass cutting, planters and borders, fencing
- Identify equipment and supplies required, refer to the Site Controller for purchase.
- Liaise with the Site Controller regarding school activities/ functions. Prepare facilities in line with requirements.
- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- Ensure that all records and associated paperwork are complete in line with the schools requirements and to meet processing deadlines.
- Perform duties in line with Health & Safety regulations and to take remedial action where hazards are identified. Where hazards are serious report to the Senior Maintenance Officer or Head of Estates immediately.
- Undertake car-park supervision duties, to ensure the safe arrival and departure of students and visitors
- Carry out all task in a timely manner and to a high standard
- Any other reasonable requests

SCOPE OF JOB (Budgetary / Resource control, Impact)

- ☐ No direct budgetary responsibility
- ☐ Limited requisitioning of cleaning supplies

PERSON SPECIFICATION

Job Title:	Caretaker	School:	Brookfields School
Reports to (job title):	Site Controller	Location:	Tilehurst, West Berkshire

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E / D?	CONTEXT (How the criterion will be used in the job)
<u>Qualifications & Experience</u> <ul style="list-style-type: none"> <input type="checkbox"/> Experience in a similar role <input type="checkbox"/> Relevant trade qualifications <input type="checkbox"/> GCSE English and Maths (or equivalent) <input type="checkbox"/> An understanding of implementing health and safety legislation and requirements <input type="checkbox"/> <input type="checkbox"/> 	E E E E	<input type="checkbox"/> The qualification levels provide key guidance and training on working that is necessary for this role
<u>Knowledge, Skills and Understanding</u> <ul style="list-style-type: none"> <input type="checkbox"/> Plumbing, Carpentry, Decorating skills <input type="checkbox"/> Advanced DIY/Maintenance skills <input type="checkbox"/> Ability to co-ordinator and prioritise works <input type="checkbox"/> Able to identify and carry out repairs and maintenance <input type="checkbox"/> Ability to work at height <input type="checkbox"/> Manual handling <input type="checkbox"/> Fire Safety <input type="checkbox"/> Legionella monitoring <input type="checkbox"/> Experience of swimming pool maintenance and chemicals <input type="checkbox"/> COSHH 	E E E E E D D D D D	<input type="checkbox"/>
<u>Skills and Abilities</u> <ul style="list-style-type: none"> <input type="checkbox"/> Must be physically fit and be able to <input type="checkbox"/> Good planning and organisational skills <input type="checkbox"/> Confident and able to use own initiative 	E E E	<input type="checkbox"/> Working with other members of staff at all levels is a key requirement of the role to ensure that the school runs smoothly <input type="checkbox"/> To ensure the post holder is able to demonstrate the appropriate suitability to work with children

<ul style="list-style-type: none"> <input type="checkbox"/> Awareness of child protection and Safeguarding <input type="checkbox"/> Willingness to work as part of a team <input type="checkbox"/> Ability to form effective relationships with colleagues and students, understand professional boundaries and demonstrate suitability to work with children <input type="checkbox"/> Practical proactive and flexible approach to work. <input type="checkbox"/> Methodical and well organised 	<p>E E E E</p>	
<p><u>Other Work-related Requirements</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitability to work with Children <input type="checkbox"/> DBS Check <input type="checkbox"/> Patient and resilient <input type="checkbox"/> Needs to be reasonably fit and active as some physical effort involved. <input type="checkbox"/> Commitment to continuing training/development of knowledge and skills <input type="checkbox"/> Must be available for out of hours emergencies and call outs <input type="checkbox"/> Must be flexible regarding working hours <input type="checkbox"/> Ability to drive a minibus <input type="checkbox"/> This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential to the post. 	<p>E E E E E E D E</p>	<p>Ideally within a 30-minute commute of the school</p>

