

Job Description

Post title	Caretaker
Grade	3
Reporting to	School Business Manager
Location	Belmont Community School
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Description of role

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Duties and Responsibilities

Key Duties

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Act as the designated key holder for the school premises
3. Operate and regularly check systems such as heating, cooling, lighting and security
4. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
5. Arrange emergency repairs
6. Arrange regular maintenance and safety checks
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
8. Monitor consumables and stock and/order supplies
9. Undertake general portage duties, including moving furniture and equipment within the school
10. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
11. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
12. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
14. Facilitate lettings and carry out associated tasks, in line with local agreements

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Good basic literacy and numeracy skills ▪ Willingness to attend and complete courses relating to cleaning, caretaking and health and safety ▪ Fully supported by 2 referees 	<ul style="list-style-type: none"> ▪ First Aid qualification. ▪ Basic Food Hygiene Certificate.
Experience	<ul style="list-style-type: none"> ▪ Commitment to and pride of standards of cleanliness in previous roles ▪ Ability to multi task effectively and prioritise tasks ▪ Good organisational skills ▪ Good communication skills ▪ Ability to follow guidelines and instructions. 	<ul style="list-style-type: none"> ▪ Experience of cleaning and caretaking duties ▪ Knowledge of the duties of a caretaker in a school ▪ Knowledge of Health and Safety and COSHH regulations ▪ Experience of undertaking minor repairs and building maintenance
Skills and Knowledge	<ul style="list-style-type: none"> ▪ Competent DIY skills and ability to undertake general building and site maintenance and carry out minor repairs ▪ Ability to organise, prioritise and complete tasks effectively ▪ Ability to work alone as well as part of the whole school team ▪ Ability to follow instructions and use equipment safely ▪ Punctual and reliable ▪ Able to use own initiative ▪ Ability to carry out health and safety checks and maintain log books/records ▪ The ability to communicate effectively with students, parents, staff and members of the general public ▪ Ability to use computer systems for communication/ recording and training purposes. 	
Personal Qualities	<ul style="list-style-type: none"> ▪ Have a positive and calm attitude ▪ Loyal and honest ▪ Enthusiastic, with a positive attitude towards the job and to take pride in work ▪ Good ambassador for the school 	