

JOB DESCRIPTION

SCHOOL: Generic

GRADE: G6	JEM Reference No: 01-116F Enhanced DBS Required? Yes
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JOB TITLE: Caretaker (Staff Supervision)

REPORTS TO: Headteacher (or other designated member of staff)

1. PURPOSE OF JOB: To provide an on site service including security of the premises and its contents, heating and lighting of the premises, cleaning of specified areas, portage and minor maintenance repairs. To supervise the work of cleaners/caretakers ensuring the work is satisfactory.	
2. MAIN RESPONSIBILITIES, TASKS & DUTIES	
i	To be responsible for the security of the premises and its contents. To be responsible for the routine and non-routine (e.g. emergencies) opening and closing of the premises. To report to the head of the establishment trespass, theft or unauthorized parking vehicles on the premises.
ii	To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with Lincolnshire County Council guidance contained in the Health and Safety manual, recording the event and any issues arising. Checking and testing battery banks for emergency lights where relevant. Regular checking and recording the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations.
iii	To be responsible for the heating and lighting of the premises including necessary frost precautions. To report system failures to the nominated officer. To ensure the satisfactory maintenance/repair of equipment and that where necessary adequate stocks of fuel are maintained.
iv	To be responsible for the cleaning of a specified area in accordance with the County Council's standards and methods. To ensure that all cleaning equipment/materials are maintained in a clean, safe and efficient working condition.
v	To ensure that adequate supplies of caretaking stores are maintained and records kept. To receive deliveries of stores, materials and other goods delivered to the school and arrange storage
vi	To carry out minor repairs and where necessary to the appropriate officer those which require the attention of outside contractors. To admit contractors employees to premises and direct them to their job location.

	vii	To supervise the work of assistant caretaker(s) and/or cleaners and completing paperwork/claim forms where required. Liaise with the head of establishment regarding private contract cleaning ensuring it has been carried out satisfactorily, pursue appropriate rectification procedures. To be responsible for the security of cleaning equipment and materials.
	viii	To ensure that all external areas, paths and drives remain free from litter and hazardous materials and that all drains and gullies are free flowing and clean as appropriate. To clear pathways of snow and apply salt when required keeping records of this action.
	ix	To deal with lettings as agreed with the head of establishment and submit claims as appropriate.
	x	To carry out regular inspection of ancillary equipment (e.g. pumps in areas of flooding). Where applicable to operate plant and equipment for swimming pools including attention to water heating and treatment and cleaning as described.
3.	MANAGEMENT OF PEOPLE	
	Staff training/training in order to ensure that health and safety standards are met and maintained.	
	SUPERVISION OF PEOPLE	
	Day to day supervision of cleaning/caretaking staff including checking the quality of work carried out.	
4.	CREATIVITY AND INNOVATION	
	The postholder will be required to re-schedule work where\when necessary in order to fit within the school working day and ensure tasks are completed.	
5.	CONTACTS AND RELATIONSHIPS	
	Contact with Line Manager Day to day contact with other employees at the school School Governors Contact with members of the public regarding school lettings Cleaning/Caretaking staff within the school. Day to day contact with students Contact with contractors and suppliers of goods and services	
6.	DECISIONS	
	a) Discretion	
	Limited scope for discretion, postholder will be working within clearly defined policies and procedures; may use discretion to reallocate work for example.	

	<p>b) Consequences</p> <p>Impact on the school would be quickly identified and easily remedied e.g. security or cleanliness of premises</p>
7. RESOURCES	<p>Cleaning equipment and materials, machinery, ladders, floor care equipment. May be required to be named key-holder.</p>
8. WORK ENVIRONMENT	<p>a) Work Demands</p> <p>The postholder will be asked to carry out a number of tasks and will need to prioritise, however, this does not impact on the overall programme of work.</p> <p>b) Physical Demands</p> <p>Physical effort necessary associated with working at heights, use of equipment, bending moving and handling e.g. taking in stock, pushing use of buffer, moving furniture.</p> <p>c) Working Conditions</p> <p>Lone working may be necessary. Possible exposure to human waste and/or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.</p> <p>d) Work Context</p> <p>Post holder will be at some risk working with cleaning materials\chemicals and equipment, may be at risk of abuse and aggression from trespassers, children, parents and carers.</p>
9. KNOWLEDGE AND SKILLS	<p>Have a clear understanding of the cleaning standards required by the School. The post holder must have in depth understanding of Health and Safety contained in the Guidance Booklet for Caretakers and Cleaners. Safe working methods to be used in accordance with COSHH assessments for hazardous substances.</p> <p>Understanding of Provision and Use of Work Equipment Regulation</p> <p>Knowledge of intruder alarms/cctv and heating systems.</p>
1 0	GENERAL
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>	

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
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