

## Caretaker – Grade 7

To work in an innovative and creative way to deliver our services to our communities. We are always looking for better and smarter ways to work.

As a Caretaker you will be expected to support the school to deliver a high quality service. You will be part of a dedicated and professional Team responsible for ensuring that all caretaking and health and safety requirements of the school are met in full.

You will liaise with and develop effective working relationships with all site users.

## The Job

A flexible and responsive approach to work is required.

As a Caretaker you will provide a reliable customer focused caretaking service by working effectively with the staff and site users to understand their requirements and take a flexible approach to help meet them.

You will be responsible for ensuring that the site is fully operational at all times for the benefit of users in a safe and pleasant manner.

Daily challenges encountered in ensuring the school operates smoothly will be taken in your stride.

As a key member of the team you will work positively with colleagues, pupils and visitors to the site.

You will ensure that health and safety and fire safety management issues are dealt with promptly and effectively.

The Premises Team will be responsible for all security of the site including opening / closing, daily security checks and ensuring unidentified or unexpected people on site are appropriately challenged to ensure there are no safeguarding or security risks.

You will organise and perform own cleaning duties including occasional non routine cleaning tasks as and when required. Responsible for waste, pest control, rubbish and graffiti. Ensuring the whole site is presentable.

You will present a positive image of yourself by ensuring that customers receive a courteous and professional service to meet their needs. This includes explaining when things are not possible giving reasons and suggesting alternatives.

You will ensure that all equipment in school is in a safe and working condition and support the cleaning staff to undertake the same responsibility.

Responsible for the maintenance of onsite call out cover and respond to call outs.

Responsible for after school hour usage, including lettings or after school events.

The job is physically demanding and may involve working split shifts. Uniforms are provided and must be worn at all times. The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

You will be supported in your role by the Premises Manager.

## Job Checklist

- Deliver an effective, flexible, and responsive caretaking service, ensuring effective and appropriate systems are maintained and monitored to support the work of the team, manager and service.
- Work effectively and respond to users in a timely and professional manner.
- Carry out routine specified operational procedures, inspections and compliance checks as required for example heating, electricity, water etc.
- Identify and collate defects and repairs that require attention and report to the Premises Manager.
- Plan work effectively and allocate resources appropriately to meet the needs of the customers.
- Liaise effectively with all stakeholders to ensure the smooth operational running of the school, such as requests for moving furniture.
- Responsible for keeping a check on stock levels and reporting to the Premises Manager.
- Ensure accurate and up to date records are kept and completed in line with legislation, policies and procedures for example fire log books and health and safety checks.
- Liaising with the contractor to ensure sufficient cleaners are on site daily and carrying out.
- Monitor the cleaning standards within the site.
- Monitor maintenance and repairs carried out on site.
- Monitor contractors visiting site and ensuring that they are working to policies and procedures and current legislation including HASAW and COSHH regulations and check all contractor paperwork..
- Work effectively as part of the team.
- Identify issues and provide appropriate solutions.
- Health and safety and fire principles are adhered to and are integral to all working practices. This includes liaising and working with the fire officers.
- Monitor and report to the Manager all relevant Health and Safety Standards within the site as may apply under Health and Safety Legislation and ensure these are being followed.
- Monitor and report to the Manager on all areas of compliance.
- Identify any training and issues within the team.

Please click [here](#) to see your responsibilities related to safeguarding.

## The Person

To be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative. The right behaviours and attitudes are as important to us as the skills you bring to the job.

Flexible and proactive, with a positive approach, you are open to new ways of working and keen to provide excellent customer service.

In your role as Caretaker you will use resources effectively and keep up to date with best practice, innovations and developments.

Having excellent interpersonal skills in order to build and maintain effective working relationships with a broad range of people, your work may involve resolving and responding to a variety of complex queries and giving advice and guidance to others within the school.

With supervisory experience and a real understanding of caretaking responsibilities you will have the ability to manage contracts effectively. You will need to have some knowledge of building management and compliance, with a friendly and approachable manner you will respond to problems with a willingness to help and be confident to work on your own or in a team.

To be a positive representative and will take pride in your work. You understand how your role and that of your team supports our customers. You will be committed to developing customer satisfaction and understand how important this is to our school.

You will understand the importance of working safely and promote a positive health and safety culture. You will be a positive role model to your team.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

## Person Checklist

- Previous experience of caretaking, or a role with similar duties.
- Ability to plan, develop, monitor and review the use of all resources.
- Knowledge of project management techniques and the ability to prioritise and manage ongoing project work.
- Ability to undertake effective supervision, support and training, including identifying training needs.
- Undertake any relevant Health and Safety training and brief others as required.
- Practical DIY skills and ability to carry out repairs/maintenance.
- Able and willing to work flexibly when required.
- To monitor all relevant Health and Safety Standards aspects within the building as may apply under Health and Safety Legislation and to have an understanding of HASAW, COSHH, Compliance and knowledge of health and safety working practices.
- Ability to work effectively as both part of a team and as an individual.
- Sufficiently numerate and literate to complete complex documentation.
- The physical nature of the role requires you to be fit and capable of manual handling.
- Ability to use a computer, diary management and other IT functions.
- Good customer care skills.
- Able to travel to meetings at different locations when required.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate **using examples** in your application that you meet the **person checklist**.