

JOB DESCRIPTION

Job Title:	Caretaker
School:	East Wickham Primary Academy
Location:	Wickham St, Welling DA16 3BP
Reporting To:	Business Manager
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff, Trust HQ, other TKAT schools

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Main Purpose of the job:

- Responsible for the maintenance, security and cleanliness of the school site.
- Undertake minor repairs and maintenance in order to ensure the school can operate safely on a daily basis.
- Represents the school in dealing with contractors and suppliers involved in the repair and upkeep of the building and site, in the absence of the Premises Manager.
- A basic level of computer skills is required.

General Site Duties

- To ensure the school is clean and tidy and is conducive to learning and that hygiene standards and regulations are met, eg. Litter picking, collection and disposal of refuse, disinfecting bins, ensure toilets/classrooms checked daily for fresh disposables etc
- To ensure that halls and other meeting rooms are set out for meetings, assemblies and other events and clearing away afterwards
- To ensure that all tools, cleaning products and equipment are safely stored and inaccessible to pupils at all time.

- Order and maintain stocktake of all cleaning materials, ensuring they comply with COSHH
- To ensure orders received into school are delivered to the appropriate area/person in a timely fashion inc. milk, fruit etc.
- To undertake minor window cleaning as required as required
- To collect and dispose of all waste, refuse, recycling and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To carry out emergency cleaning if required and provide cover to cleaning team in such circumstances
- To carry out regular check and inspections of the premises, furniture, equipment and grounds keeping records on school's software programme, Every, or manual records if necessary
- To access and respond to work requests on the Every system ensuring daily maintenance tasks and requests for minor works are carried out as expediently as possible and actions recorded in a timely manner
- To undertake minor or temporary repairs to furniture, fabric and equipment.
- Report issues that need more expertise to Premises Manager or SBM
- To set and monitor the school heating and hot water systems
- Ensure all contractors conduct themselves in a manner appropriate to a school environment and that they comply with all relevant Health & Safety policies and procedures
- Ensure site is clear of litter, animal faeces etc and that outdoor play areas are well maintained and safe for use eg drains clear

Specific responsibilities: Security

- Carry out security operations including locking, unlocking, alarms, fire, flood, breaking and entering, trespass procedures etc.
- To ensure that all fire call points, intruder alarms and emergency lighting are tested weekly/monthly as appropriate and results recorded
- To be aware of all out of hours activities including lettings at the school and ensure that these do not compromise the security or safety on the site.
- To act as a keyholder for the site and to respond to out-of-hours call outs if necessary

Administration

- To log inspections and checks on the Every system and keep such manual records as may be appropriate to demonstrate compliance with local procedures and statutory obligations
- To use Every to establish and maintain a log of repairs/improvements
- To record all tools and equipment, their state of repair and where they are kept
- To ensure mechanical equipment is inspected prior to each use and power tools are inspected and has been PAT tested before use
- Review CCTV when required and maintain access rights for staff
- With support from Premises Manager/ SBM keep up to date with best practice in premises management.
- Report any premises issues caused or raised by those letting the premises to Premises Manager/ SBM
- Report safeguarding concerns in line with school policy

Health and Safety

- To monitor and record monthly water testing
- To assist in conducting fire drills and monitor evacuation of buildings. In the event of an emergency act as site contact with the emergency services in the absence of the Premises Manager. Ensure staff are aware of correct evacuation procedures particularly when teachers change classes and/or works prevent usual escape routes being used.
- To provide safe access to the school in the event of snow, ice, flooding etc and advise the Premises Manager/SBM if the site is unsafe
- To know the location of all water and gas stop cocks and main electricity power breakers etc.
- Monitor activities of cleaning team and report any issues concerns to Premises Manager or SBM
- All duties are to be carried out in compliance with current legislation, TKAT Health & Safety policy and procedures and any site specific policy and procedures

Other areas of responsibilities

All employees are expected to:

- Actively promote and follow TKAT policies and procedures.
- Uphold, support and demonstrate the TKAT vision, purpose and values.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Professional development

- Take part in the school's appraisal procedures.
- Take part in the appraisal and professional development of others, where appropriate.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Caretaker will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD:		
Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification.	E	Application
Working knowledge of Health and Safety procedures and practice within an educational environment.	D	Application
Experience:		
Experience of a caretaking role.	D	Application & Interview
Experience of building maintenance.	E	Application & Interview
Experience of using cleaning materials in a safe manner.	E	Application & Interview

Experience of working in a school environment.	D	Application & Interview
Experience of security, including alarm systems.	E	Application & Interview
Previous training / experience relating to Health and Safety within a cleaning environment and COSHH regulations.	D	Application & Interview
Be prepared to undertake training in safe working practices and health and safety legislation relating to cleaning, manual handling, cleaning and the use of equipment and materials (including COSHH).	E	Application & Interview
Knowledge, Skills and Attributes:		
Good knowledge of health and safety regulations.	E	Application & Interview
Knowledge of moving and handling procedures.	E	Application & Interview
Ability to use own initiative as well as working within a team environment.	E	Application & Interview
Ability to be attentive to detail.	E	Application & Interview
Ability to understand and carry out verbal and written instructions.	E	Application & Interview
Ability to organise and prioritise work.	E	Application & Interview
Ability to work flexibly as the need arises.	E	Application & Interview
Recognises when colleagues are under pressure and volunteers to assist them where possible.	E	Application & Interview
Basic DIY skills.	E	Application & Interview
Commitment to achieving a high standard of cleanliness and hygiene.	E	Application & Interview
Commitment to working within the School's Safeguarding Policy and Procedures.	E	Application & Interview
Able to communicate effectively.	E	Application & Interview
Responsible, punctual and reliable.	E	Application & Interview