



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	St. John's Meads CE Primary School
JOB TITLE:	Caretaker
GRADE:	East Sussex Single Status Grade 6
RESPONSIBLE TO:	Headteacher
MAIN PURPOSE OF THE JOB:	To provide a caretaking service, to supervise Assistant Caretaker(s) and/or cleaning staff and to ensure high standards of caretaking/cleaning staff. To provide a building maintenance service.

KEY TASKS

1. Inspect, monitor and record building cleaning standards and cleaners'/contractors' performance in accordance with the County Building Cleaning specification. (Liaise with Contractors' Cleaning Supervisor on standards and provide access to Cleaning Contractor's staff, within approved times.)
2. Be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
3. Carry out security procedures for school buildings and grounds in accordance with East Sussex County Council policy.
4. Contact direct the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
5. Liaise direct with planning officers, architects, surveyors and officers of the county council.
6. Direct workmen and contractors to the site of repair and maintenance work. Inspect, monitor and record work performance.
7. Take suitable measures as he/she deems necessary to ensure the protection of the school.

8. Carry out specialist building maintenance work, including programmes of renewal/redecoration, with strict adherence to Health and Safety regulations.
 - Carpentry – repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to drawers and furniture.
 - Glazing – temporary repairs, making safe, methods available.
 - Plastering and Concrete – repairing patches, floor and steps. Non slip.
 - Plumbing – pipe freezing, fitting stop taps, simple plumbing
 - Electricity – simple replacements. Portable appliance testing
 - Welding – simple repairs with Arc Welder.
9. Take out of use caretaking and cleaning equipment known to be faulty and report the need for repair.
10. Liaise with suppliers and order caretaking, cleaning and some DIY supplies, ensuring adequate supplies are maintained.
11. Undertake electrical testing of portable equipment.
12. During school closure periods ensure floor treatment work is undertaken, i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations with the Area Supervisor. Inspect and maintain certain school equipment, effect minor repairs and report defects.
13. Supervise, direct and train assistant caretaker and cleaners.
14. Move furniture and equipment as required.
15. Accept deliveries of goods and convey to appropriate storage areas.
16. Clean and maintain outside hard areas e.g. playground, paths, entrances, including litter collection and emptying bins, including cleaning gullies and drains at surface level.
17. To be the first point of contact for dealing with identified hazards in the school
18. To undertake regular inspections of the school premises to identify any potential hazards
19. To be responsible for conducting fire drills and monitoring their effectiveness
20. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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Person Specification

Post Title: Caretaker
Location: St. John's Meads CE Primary School
Grade: Single Status 6

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to undertake a range of caretaking and cleaning duties • Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to demonstrate good inter-personal skills to communicate with a range of people • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to provide high quality supervision, training and support to Assistant Caretaker and/or cleaning staff • Ability to direct, inspect and record the work of others 		<ul style="list-style-type: none"> • Application /Interview

	<ul style="list-style-type: none"> • Ability to work effectively and supportively as a member of the school team • Ability to demonstrate commitment to Equal Opportunities 		
Education & Qualifications	<ul style="list-style-type: none"> • Relevant qualifications and/or experience in specialist building maintenance work in one or more areas e.g. carpentry, plastering, glazing, plumbing, electricity etc 		<ul style="list-style-type: none"> • Application /Interview
Knowledge	<ul style="list-style-type: none"> • An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment • A sound knowledge of the building cleaning standards contained in the County Building Cleaning specification • A knowledge of procedures associated with the recruitment, supervision and training of other employees 		<ul style="list-style-type: none"> • Application /Interview
Experience	<ul style="list-style-type: none"> • Experience of carrying out specialist building maintenance work within the reasonable capacity of a normal handyperson • Experience of keeping detailed work records 		<ul style="list-style-type: none"> • Application /Interview

	<ul style="list-style-type: none"> • Experience of managing a budget 		
Personal Attributes	<ul style="list-style-type: none"> • Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge • Willingness to maintain confidentiality on all school matters 		<ul style="list-style-type: none"> • Application /Interview
<p>Date (drawn up): November 2009, modified March 2019 Reference of Officer(s) drawing up person specifications: JE11218</p>			



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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>