



Bakewell Infant School

Caretaker Job Description

Post: Caretaker

Grade: Grade 4, Pay point 3

Salary: £18,887 FTE (Actual Salary £11,485)

Hours: 22.5 hours a week, split shift 7:30 – 9am and 3 - 6pm, 52 weeks a year

Responsible to: The Headteacher & School Business Manager

Post Objective

To provide efficient and effective support to the establishment, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

Summary of Duties and Responsibilities:

Site Security:

- Responsible for the security of the school site and buildings
- Act as a keyholder for Bakewell Infant School, responsible for unlocking and securing all access and egress points, as per the agreed timetable.
- Be on-call to respond to the school's security alarm at all times
- Work with the School Business Manager and Admin Team to ensure all contractors are properly signed in at the school office and deal with any enquiries they may have.

Organisation and Maintenance

- Responsible for the upkeep, appearance, maintenance and safety of the school site and buildings
- Undertaking internal and external cleaning efficiently and to a high standard.
- Ensuring sinks, toilets, gutters, and drains are kept clear and free flowing
- Ensure all lights are switched on and off as per the agree school timetable across both schools and carry out necessary maintenance, e.g., changing bulbs
- Regular duties at school will include fire safety checks, legionella checks, checks on the building and the monitoring of heating systems



- Carry out daily checks and weekly inspections of all school buildings, fittings and fixtures, and undertake minor repairs where necessary. Ensuring the maintenance of complex matters are referred and work is undertaken as appropriate.
- Safely operate and maintain all machinery and equipment in accordance with the manufacturer's instructions
- Maintain tidy and organised workspaces and storage areas
- Ensure processes are in place for reporting problems relating to the school site and buildings
- Prepare the school premises and site for before and after school activities, e.g. functions and events and ensuring the premises is cleaned afterwards
- Ensure the safe and secure storage of all toxic and flammable substances
- Support staff members as requested, e.g. in relation to manual handling and operating machinery and equipment
- Maintain departmental stock levels, e.g. cleaning products, light bulbs and paint and order more stock with the School Business Managers authorisation.
- Work with the School Business Manager to organise and liaise with contractors, to preferably be on site with them, or proactively liaise with HoS, SBM to ensure any large maintenance work and repairs can be carried out suitably
- Work with the School Business Manager to ensure value for money is achieved across all relevant services, e.g. when getting quotes from contractors
- Undertake portering duties, e.g. moving deliveries to the intended areas, recycling paper waste and confidential waste and moving furniture
- Ensure safe working standards are observed at all times and adhere to and promote the school's policy and procedures in relation to health and safety
- Respond to fire alarms and carry out fire safety checks in collaboration with the School Business Manager
- Keeping up to date records relating to health and safety, fire safety and any evacuation procedures that have been carried out
- Maintain a log of portable electrical equipment and to undertake visual checks in accordance with the Electricity at Work Act
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting)
- Ensure adequate risk assessments are undertaken and help to review these where necessary

Other duties

- Follow the school's procedures relating to manual handling and lone working
- Ensure all hirers follow the school's lettings policy and procedures while using the school site
- Work with the Head of School to identify any training and development needs, and actively seek out CPD opportunities as required by the school
- Ensure the schools safeguarding procedures are followed



- Promote and actively support the values of the school
- Provide a secure, caring, and enriching environment for all the children
- Act in accordance with school policies and procedure and relevant legislation, particularly in relation to child protection, safeguarding, health and safety and behaviour management
- Contribute and support colleagues with the planning and preparation of all learning areas (inside and outside)
- Play an active role contributing to the life of the school and wider community
- Continue own professional development in line with school improvement priorities and personal professional needs
- When necessary, to attend meetings and participate in job-related training to improve own skills and knowledge.
- Maintain confidentiality at all times in respect of school-related matters.
- Carry out any other instructions given by the Head of School, Executive Head or School Business Manager, reasonably falling within the duties of this post.
- Follow the school's Code of Conduct for staff.

In line with safer recruitment, references will be requested prior to interview

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head teacher; however, the responsibility level should not exceed those outlined above.

This sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities 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 themselves justify a reconsideration of the grading of the post.



CARETAKER PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualifications and Training	Relevant qualification or experience in e.g., caretaking, site maintenance, trades	A full UK driving licence
Competence Summary (Knowledge, abilities, skills, experience)	<p>Working in a trade or site maintenance</p> <p>Able to relate to and communicate well with children and adults</p> <p>Ability to work flexibly and use own initiative</p> <p>Able to work effectively as part of a team and follow instructions and guidance</p> <p>Ability to make appropriate judgements and solve minor problems</p>	<p>Working or volunteering with Infant/Primary aged children in a school setting</p> <p>Experience of completing reports relating to health and safety, fire safety and evacuations</p> <p>Working within the requirements of legislation e.g., Health & Safety at Work Act 1974 etc</p>
Work-related Personal Requirements	<p>Good English and Maths skills</p> <p>Effective communication and written skills</p> <p>Good 'Handy person' skills</p> <p>Ability to carry out DIY tasks in order to maintain and repair school property, fixtures, and fittings</p> <p>Friendly, caring, approachable and flexible</p> <p>Excellent time management and organisational skills</p>	



	<p>Ability to support and follow school policies and procedures, including safeguarding, health and safety and inclusion</p> <p>Ability to reflect on own practice and learning and listen to advice.</p> <p>Highly organised, self-motivated, and resilient</p> <p>Communicate effectively with staff and children</p> <p>To work autonomously but know when to ask for assistance or refer to more senior staff</p>	
Other Work Requirements	<p>Participate in training and development activities</p> <p>Able to work within guidance in all school policies, e.g., safeguarding and health and safety</p> <p>Undertake other such duties as required by the Head of School</p>	