

Dronfield Henry Fanshawe School  Job Description	Title: Caretaker	Revision No:	1
		Date Agreed:	
	Postholder:	Grade:	
		Hours:	18.5
	JD Reference: PRM04	Weeks:	52
		Review Date:	

RESPONSIBLE TO:

PRM01 – Facilities Manager

RESPONSIBLE FOR:
POST OBJECTIVES:

To provide efficient and effective janitorial and maintenance support to the School.

DUTIES AND RESPONSIBILITIES:

- General maintenance duties
- Security of the premises – to include intruder alarm management
- Ensuring the Heating plant is working effectively and is being operated and maintained in accordance with the manufacturer's specification.
- Portage duties - receiving goods (books, furniture and equipment etc.) and taking to the required point.
- Ensuring both the interior and exterior of the School are kept clean and tidy - emptying of litter bins, cleaning of accessible gutters and gullies, removal of graffiti, tidying and maintaining garden areas
- Driving the School van to carry out local collections and deliveries as required.
- Support Maintenance team with building work
- Cleaning and polishing of hard floor surfaces.
- To undertake safety checks as required and ensure compliance with the requirements of Health and Safety, COSHH, and other relevant legislation and school documentation.
- Reporting any work requiring the attention of a specialist company.
- To liaise with contractors on site.
- Setting out/replacing furniture and display boards as directed for assemblies/meetings exams/parents evenings.
- Overseeing evening and weekend Community use of the School.
- To respond to out of hours alarm calls as necessary
- To participate in training courses (both internal and external).
- To observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.
- To understand and comply with School Policies, e.g. Safeguarding Children and Young People, Equalities, Data Protection, Confidentiality etc
- To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

AGREED ADDITIONALITY: GRADE: DATES FROM: TO:

METHODS OF WORKING:

- The post holder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the school's management supervision guidelines
- The post holder will comply with the policies of the School, including the Child Protection Policy, Equalities Policy, Health, Safety Policy and the Data Protection Act and be expected to maintain confidentiality. Any concerns should be reported to the appropriate officer
- The post holder will have due regard for DCC financial regulations and operate within Schools financial systems and procedures ensuring 'best value' is achieved
- Be aware of and support individual's needs to ensure all students have equal access to opportunities to learn and develop
- Contribute towards the overall ethos, work and aims of the school
- The post holder will be expected to undertake any necessary training associated with the duties of the post and attend meetings as required
- The post holder will be required to observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.
- The post holder will demonstrate the ability to act on their own initiative and manage time effectively.

Person Specification -**EXPERIENCE:****Essential:**

- Experience of working as part of a team
- General maintenance

Desirable

- Caretaking/Janitorial
- Site security
- Experience of working within a school environment
- Experience maintaining equipment

QUALIFICATIONS/EDUCATION/TRAINING:**Essential:**

- Clean current driving licence
- Basic literacy/numeracy

Desirable

- Health and Safety at work qualification
- Current First Aid Certificate
- Relevant qualification –NVQ, City and Guilds

KNOWLEDGE AND UNDERSTANDING:**Essential:**

- Commitment to safeguarding and promoting the welfare of children and young people
- Cleaning practices
- General Health and Safety
- Understanding the importance of confidentiality

Desirable:

- Knowledge of school policies and their impact on the day to day running of the school

SKILLS AND COMPETENCIES:**Essential:**

- Basic maintenance
- Use of relevant janitorial machinery
- Help maintain safe, clean and orderly environment

- Excellent communication and interpersonal skills
- Excellent planning and organisational skills
- Confident working with young people
- The ability to work under pressure
- Conscientious
- Flexible
- Able to use initiative
- Excellent time keeping

ABILITIES AND ATTRIBUTES:

Essential:

- Reliable
- Ability to work under pressure
- Commitment and enthusiasm
- Flexibility and patience
- Belief in the importance of teamwork and collaborative approach
- Calm approach
- Confidentiality, tact and discretion
- Positive attitude and good sense of humour
- Calm and unflappable

Postholder's Signature_____

Line Manager's Signature_____

Date_____