

Position Description



TITLE OF POSITION:	Caretaker
POSITION TYPE:	Support
CONTRACT:	School Caretakers' and Cleaners' (including Canteen Workers)
<p>"A Grade Two caretaker is a worker appointed by the employer who may be employed to have the responsibility for the safety and good order of the grounds and buildings and to lock and unlock doors; and who may be required to perform and supervise duties of cleaning, attending to fires, heating plant, and swimming pools. In addition to the duties above, the Grade 2 caretaker shall undertake (and shall be available and have the necessary skills to undertake) school maintenance work (in addition to minor maintenance work) which he/she is legally able to undertake and which would normally be undertaken by a registered or qualified tradesperson."</p>	
REPORTS TO:	Senior Master, Operations
PRIMARY TASK:	Maintaining a clean, healthy and pleasant environment around the school. Following the school maintenance programme. Supervising and managing work schedules for the school Operations Manager.

KEY TASK AND PERFORMANCE INDICATORS

	Key Task and performance indicators	Key Outcomes/Competencies
1.	SECURITY <ul style="list-style-type: none"> Carry out security procedures for school buildings and grounds The routine and non-routine opening and closing of school premises and grounds. Prevent trespass on the school premises or grounds and in some cases, ensure that unauthorised parking of vehicles does not occur. 	<ul style="list-style-type: none"> Security processes are carried out and the school and grounds are kept secure.
2.	LIGHTING, HEATING, ELECTRICAL <ul style="list-style-type: none"> Assisting the operating and heating lighting & electrical at the school. Maintain the boiler house and plant in a clean and tidy order and ensuring clear access to all service isolators (Gas, Electricity and Water). Ensure that flammable materials are kept out of the boiler room and away from any heat sources. Replace light bulbs/tubes if necessary and report any defects in the lighting or heating systems to the Operations Manager / Caretaker Work with the Assistant Caretaker to Tag and Test all appliances at CBHS. Workshops and caretaker shed on a 12 month cycle and general classrooms on a 24 month cycle. Training will be provided. 	<ul style="list-style-type: none"> Required temperatures are maintained in school premises and an adequate supply of hot water is available. Boiler house and plant is maintained in a clean and tidy condition Flammable materials are safely stored. All lights are operational and defects reported. Appliances tested as per appropriate cycle.
3.	POOL, CLEANING AND GROUNDS <ul style="list-style-type: none"> Where appropriate ensure that the School Swimming Pool is correctly treated and cleaned. Caretakers will be expected to perform some duties as required as back up to cleaning and grounds contractors as required especially after adverse weather Any other duties relating to the pool, cleaning and grounds as instructed by the Operation's Manager. 	<ul style="list-style-type: none"> Swimming pool is maintained to safe standards and available for use. All cleaning and related pool cleaning or grounds work is carried out to a safe system of work to ensure safety of staff and others. Grounds cleaned promptly in the event of adverse weather.
4.	MAINTENANCE <ul style="list-style-type: none"> Assist with the general maintenance and repairs of the school buildings and grounds 	<ul style="list-style-type: none"> Up to date records of maintenance work have been maintained.

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	<ul style="list-style-type: none"> Responsible for maintaining the Building Compliance Schedule Carry out maintenance and health and safety checks for Technology Department as required up to 6 hours per week including holidays. Direct Workmen or contractors to the location of repair and maintenance work. Check painted lines around school and advise if repairs need to be carried out. Check any fencing, gates, locks, door catches, slide bolts, in particular inform the Operations Manager if these are Health & Safety issues. Check water pipes, drinking fountains, hose connections water taps. Check building exteriors for any loose nails, rusty roofs, and surface painting. Check toilets for maintenance. Check and /or clean out all gutter spouting and drains Check hoses of the firefighting equipment. Check for puddling or water flooding and discuss appropriate action with the Operations Manager. Check all door hinges and lubricate as necessary. Exterior inspection of paint work, doors, holes in wall, graffiti, panel damage, raised nails, dry rot. Check roof, interior painting, sheds, surrounds and environment, seats, fence and gate. Check spouting and drains, clear as necessary Check classroom furniture through teachers / Operations Manager for repairing. Consult with Operations Manager re replacement of furniture. Water blast concrete areas as required Minor painting repairs if needed Draw to the attention of the appropriate personnel, via the Operations Manager, any repair or maintenance work required at the school which is beyond the caretaking staff. 	<ul style="list-style-type: none"> All compliance documents are kept up to date. Minor or temporary repairs are completed as directed. Health & safety checks for Technology Department are completed weekly and in school holidays. Routine maintenance procedures and inspection of ancillary equipment is completed. Checks and inspections of school property are completed as per school maintenance programme.
5.	STOREKEEPING <ul style="list-style-type: none"> Take delivery of stores, materials and other goods and safely storing them. Ensure that equipment used by the Caretaker staff is in safe working order. 	<ul style="list-style-type: none"> All stores and materials are stored safely at the school. All equipment is in safe working order.
6.	EMERGENCIES <ul style="list-style-type: none"> Carry out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of first-aid equipment and facilities. 	<ul style="list-style-type: none"> Safe access to the school and classrooms is available in the event of snow, ice, minor flooding or similar emergencies. First aid equipment is available as required.
7.	MISCELLANEOUS <ul style="list-style-type: none"> Collect the post and parcels when required. Arrange furniture in rooms where necessary. Assist with any staff room duties, banking and driving or delivery requirements Keep diary of van requirements for registration and WOF and ensure any mechanical issues are addressed. Prepare Hall / Big Room for various school events 	<ul style="list-style-type: none"> All general tasks are carried out as and when required. School vans are maintained and roadworthy at all times. Venues are prepared for school events on time.

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8.	CARETAKER HEALTH & SAFETY TRAINING <ul style="list-style-type: none"> All Caretakers are required to attend regular Health & Safety training sessions. Attend Health & Safety meetings if the caretaker is unable to attend 	<ul style="list-style-type: none"> The Caretaker is informed and up to date on Health and Safety issues relating to their duties in accordance with legislation.

PERSONAL ATTRIBUTES AND COMPETENCIES

1.	Knowledge <ul style="list-style-type: none"> Some knowledge of the main Health & Safety Regulations and good practices and how they apply in a school environment is desirable but the main criterion is willingness to work within these regulations and to learn.
2.	Experience (The following experience is desirable but not essential.) <ul style="list-style-type: none"> Experience in caretaking and cleaning duties Experience in security; lock up procedures and alarms Experience working as a team Experience of keeping work records Experience working in a school/college environment.
3.	Skills & Abilities <ul style="list-style-type: none"> Ability to undertake a range of caretaking and cleaning duties Ability to do some heavy lifting Ability to effect minor repairs Basic IT skills. Good organisational skills. Ability to act on own initiative and deal with unexpected problem as they arise. Ability to identify work priorities, ensuring that lower priority work is kept up to date. Ability to maintain confidentiality on all school matters.
	Personal Qualities <ul style="list-style-type: none"> Demonstration of good interpersonal skills and ability to project a positive image of the school. Able to remain calm, enthusiastic and have flexible approach to their work. Willing to participate in further training and development opportunities offered by the school to further knowledge. A good appearance is essential. Relate well with colleagues, children and the public. Willing to work longer hours to cover team absences (holiday or sickness)

APPROVED BY:

Headmaster's Signature

Date: