Job Description

Job Title:	Caretaker
Grade:	Band 1 Level 2
Department:	Children's Services
Section:	*North Westminster Federation*
Responsible to:	Headteacher
Responsible for:	Number of Staff: None

Purpose of Job

To assist the Head Teacher in ensuring the effective management, organisation and supervision of all matters relating to, and all staff involved with the school's premises, providing a clean and safe environment for users of the buildings and grounds.

Main Responsibilities

TASKS

ORGANISATION

- Inspect premises and identify areas which require attention in the short term or long term, including cleaning and maintenance defects.
- Ensure physical security of premises, e.g., that condition of burglar alarm system is checked and that all locks are in working order.
- Organise supplies and record consumption for Head Teacher/Business Manager.
- Organise regular fire alarm testing.
- Ensure lettings requirements are met.
- Ensure porterage needs are met.
- Ensure cleaning and minor repairs works are met.
- Ensure heating plant is operated to meet requirements.

ADMINISTRATION

- Establish a simple reporting system for all school staff to notify the caretaker of defects.
- Report site defects to Head Teacher/Business Manager and arrange repair work.

RESOURCES

- Operate relevant equipment, e.g. fire equipment, heating plant.
- Maintain stocks and supplies for heating, lighting, general repairs.

- Responsible for security of valuable equipment and premises.
- Ensure security and safe storage of deliveries to school.

RESPONSIBILITIES

- Monitor and supervise work of all staff in maintaining premises, repair and cleanliness.
- Monitor that contractual specifications are met, liaising with external providers if required.
- Supervise and monitor and inspect the work of all staff involved in maintenance/cleaning, including contract staff.
- Organise and prioritise workloads and report to Head Teacher /Business Manager where necessary.
- Ensure cleaning standards are maintained at all times arranging and organising additional cleaning as needs arise.
- Undertake cleaning as appropriate, e.g. graffiti removal, spills, toilets at break times.
- Open and secure premises to suit school and letting needs.
- Attend lettings and as required carry out security checks and secure premises afterwards.
- Ensure security of premises and valuable items of equipment, particularly during periods of closure.
- Be available for call-out at on evenings and weekends as keyholder.
- Operate the heating plant, ensuring heating and hot water requirements are met, including monitoring frost precaution system.
- Check fire precaution measures are up to date and regularly checked. Ensure means of escape are clear and accessible and potential hazards are minimised.
- Have knowledge of the use and maintenance of fire equipment (Fire Marshall training provided).
- Maintain and carry out minor repairs and maintenance to premises, furniture and fittings.
- Carry out electrical testing of equipment.
- Receive and distribute deliveries to school.
- Move and set up equipment. Reinstate areas after events, e.g. lettings.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting all concerns to the Head Teacher/Business Manager.
- Ensure policies and guidelines are observed by those undertaking work in the school, to avoid injury or damage. Notify Head Teacher/Business Manager where training need is identified.
- Inform Head teacher/Business Manager of any defects or actions which may place users of the premises at risk.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and performance development as required.
- Provide technical advice, as requested to Head Teacher/Business Manager on projects/maintenance requirements.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".

Person Specification	
Job Title:	Caretaker

Experience
Essential requirements:

1. General maintenance and security work
2. Supervision of maintenance work/contract staff

Desirable requirement:

3. Working with or caring for children and young people, ideally in a similar environment

Qualifications/Training *(essential requirements)*

4. NVQ 1 &2 in Cleaning and Support Services or equivalent

Knowledge/Skills *(essential requirements)*

5. Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials
6. Ability to communicate with a wide range of people.
7. Good understanding of and ability to use relevant equipment.
8. Ability to keep short notes, e.g. for recording defects.
9. Ability to relate well to children and adults.
10. Knowledge of child development.
11. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
12. Commitment to the protection and safeguarding of children and young people.
13. Value and respect the views and needs of children and young people.
14. Work collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations.
15. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams.
16. Be resilient and demonstrates ability to work well under pressure. Manage time effectively.
17. Willing to work within organisational procedures, processes and to meet required standards for the role.
18. Committed to continual personal and professional development.
19. Reflective and learns from past experiences.