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**Job Description**

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| **School: Zaytouna Primary** |
| **Post Title: Caretaker** |
| **Grade/Pay Range: Grade D Scale Point 6 - 11** |
| **Hours/weeks: 25 hours a week** |
| **Reporting to: Site Manager** |
| **Department/Team: Estates team** |

**Overall Purpose of Post**

To assist the Site Manager to ensure the security, maintenance and cleanliness of the school and assisting with planned maintenance and day to day repairs

To assist with open and closing of school premises in a timely manner, in conjunction with events throughout the year

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

* Supporting with the security of the premises and content.
  + Under the direction of the Site Manager, contribute to the efficient maintenance and operation of the school site, being able to assist in the undertaking of basic repairs.
  + Ability to oversee the letting of the premises and ensure that school property / buildings are

treated with respect.

* + To attend to the heating of the premises and ensure that the required temperatures are maintained, ready for school day or when the building is let out, reporting any faults as necessary.

• Assist in regular checks of fire equipment and carry out testing when required, maintaining accurate records in accordance with School procedures and current legislation.

• To support the Site Manager in carrying out day to day supervision of cleaning staff to include completion of timesheets and ordering requisitions as required.

• Oversee recording of receiving deliveries and visitors and work carried out and take records as necessary.

• Oversee the monitoring, distributing and sorting of cleaning stores, equipment as the post requires.

• Liaise with contractors and make available to them the appropriate documents such as the Legionella log book prior to commencing any works.

• To report all faults as soon as possible to the Site Manager

• To comply with existing statutory legislation and safe working practices.

• To assist the site manager in monitoring all aspects of Health and Safety in relation to cleaning staff.

• To train cleaning staff in all aspects of cleaning duties.

• To clean designated areas in the establishment and maintain high standards in all areas.

• To carry out other duties as the Site Manager may determine.

• To ensure the exterior hard-surface, including artificial / turfed areas, are kept in a clean and tidy condition within the school boundaries.

• To maintain and replace consumable items, such as soap, towels, light bulbs etc.

• To record and check off all deliveries and maintain the required information in the log books / school systems, and ensure that adequate supplies are maintained to meet the needs of the establishments and cleaning requirements.

• To be available to attend the premises for emergencies outside the working week e.g. intruders, fire, floods, etc. and to take appropriate action including informing the Head Teacher.

• To assist other staff and contractors on site in dealing with building maintenance work, ensuring external contractors complete the necessary forms and wear identification when on site.

• To assist with the cleaning of glass and windows as required.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

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| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | | |
| **P** | **A** | **T** | **I** | **D** |
| Knowledge and Experience | • Knowledge of own and others Health and Safety in the workplace.  • Knowledge of security practices.  • Knowledge of general building maintenance.  • Experience of and the ability to assist in the undertaking of repairs and maintenance in and around the site.  • Experience and an understanding of using cleaning agents and /or other cleaning materials.  • Experience of and ability to maintain records, log books, stocks and timesheets.  • Experience of monitoring all aspects of Health and Safety in relation to the cleaning staff and buildings.  • Experience of training cleaning staff in all aspects of cleaning duties. |  | \*  \*  \*  \*  \*  \*  \*  \* |  | **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\*** |  |
| Skills/Abilities | * Ability to work in an organised and systemic manner. * Ability to contribute to the efficient maintenance and operation of the site. * Ability to stock take and order products from a set budget. * Ability to oversee the letting of the premises * Ability to Line manage the team of Cleaners employed by the school. * Ability to communicate effectively both orally and in writing at all levels within the school community. * Able to work as part of a team & use own initiative. * Able to work unsupervised and complete tasks fully. * Will ensure that the school is cleaned thoroughly to an exceptionally high standard |  | \*  \*  \*  \*  \*  \*  \*  \*  \* |  | **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\*** |  |
| Interpersonal | •Willingness to work outside ‘normal’ office hours.  •Be willing to undertake further training and development, as necessary, in order to enhance service delivery.  •Able to listen to, follow advice and instructions from the Head Teacher, Site Manager and other Senior staff members.   * Committed to high standards and will take pride in making our school an exceptional learning environment * Committed to the safeguarding of children , suitable to work with children and will undertake an enhanced DBS check |  | \*  \*  \*  \* |  | **\***  **\***  **\***  **\***  **\*** |  |

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| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**