

**CORNWALL COUNCIL**

**School Based**

**JOB DESCRIPTION**

<b>Job Title:</b>	Caretaker
<b>Grade:</b>	E
<b>Responsible to:</b>	Site Supervisor / Head teacher
<b>Direct Supervisory Responsibility:</b>	None
<b>Indirect Supervisory Responsibility:</b>	None
<b>Important functional relationships:</b>	<u>Internal:</u> Site Supervisor/Premises Manager, Head teacher, School management team, staff, pupils  <u>External:</u> Suppliers of goods and services, Cornwall Council Departments, contract maintenance/cleaning staff, parents, visitors to the school

**MAIN PURPOSE OF JOB:**

To undertake general maintenance of the school building and facilities, practical support in arrangements for meetings/events and to assist in maintaining the security of the school buildings.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To act as joint key holder for the site, ensuring security at all times including the operation of alarms. To maintain the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that there is an appropriate system of key holding management, that periodic reviews of site security are conducted and that appropriate progress action is followed through.
2. To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors / Council Officials. To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
3. To participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure.
4. To assist in the collection and disposal of all refuse and ensure the school buildings and grounds, including drains, catchpits and gulleys etc. are free of litter and graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
5. To undertake emergency cleaning as necessary.

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6. To undertake spring cleaning, including some high level cleaning at the end of school terms.
7. To record and monitor gas / electricity / water (as applicable) meter readings/returns.
8. To take deliveries of stores, materials and other goods and to undertake portorage duties as required (including moving furniture, equipment etc).
9. To be available for call-out on a rota basis.
10. To undertake the operation and periodic checking of the fire alarm system and equipment as detailed in the Fire Safety log book. To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment.
11. To manage and operate systems of staffing cover for lettings and other community usage of the premises, to advise on the security of buildings during periods of lettings and to ensure appropriate heating arrangements are made to meet lettings demands.
12. Where external contractors/inspectors are employed, monitor work and certify that work has been done satisfactorily.
13. To undertake occasional gardening duties.
14. To ensure cleanliness of the pond area and the surrounding environment.
15. To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary.
16. To maintain records and complete paperwork as required.
17. To attend site meetings as required.
18. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, COSHH, Data Protection).
19. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
20. To be responsible for your own continuing self-development, undertaking training as appropriate.
21. To undertake other duties appropriate to the grading of the post as required.

**JOB EVALUATION CODE: CYSH037****PERSON SPECIFICATION****Job Title:** Caretaker**Department:** School based**Person specification prepared by:** Cornwall Council**Date:** April 2003

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Good standard of practical knowledge, skills and experience of building and grounds maintenance work.	Good standard of practical knowledge, skills and experience of building and grounds maintenance work in a school or similar environment.	Application form & Interview.
<b><u>Qualifications &amp; Training</u></b>	Level 2 NVQ, GNVQ or GCSE qualifications plus suitable trade qualification (or relevant experience). Level 1 qualification may be considered if accompanied by extensive relevant experience. Able to provide certification of relevant qualifications or evidence of experience.	Health & Safety qualifications.  Lifting & manual handling training.  High level cleaning safety training.  PAT trained.	Application form.  Application form.
<b><u>Special Knowledge &amp; Skills</u></b>	Good practical skills.  Good organisational skills.  Good communication skills.  General knowledge of building maintenance		Interview.
<b><u>Any Additional Factors</u></b>	Ability to work on own initiative, self-motivated. Good communication skills  Comfortable with young people.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.

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