



JOB DESCRIPTION – Caretaker

Job Description: Caretaker

Reporting To: Site Manager

Pay Scale: SCP 2 (Including shift allowance)

Job Purpose:

To assist in ensuring that the teaching and learning environment is clean, safe and secure through the provision of a responsible and effective caretaking service, including key holding and security, janitorial duties and minor improvements/repair work. To provide a high standard of customer care so that customers may enjoy/play their appropriate activity or sport.

Key Responsibilities: Specific

The specific duties of a caretaker will be reviewed on a regular basis and will change as the aims and objectives of the School change, and as and when the Headteacher deems it appropriate. Initial areas of responsibility will include:

- To promote and safeguard the welfare of children, young people and/or vulnerable adults. To provide and maintain high standards of cleanliness in all areas of the facility, free from litter, graffiti and debris and complete inspection records as required
- Is responsible for opening the premises to ensure access prior to the commencement of the school day. Ensures the site is ready for use and determines and implements any actions required to deal with identified areas of concern. If not able to resolve the areas of concern, reports them to the Site Manager or Finance Business Manager. Ensures that the site and premises are physically secured on completion of school related activities including lettings after hours. This accountability also includes the testing and operating of the CCTV system (70 cameras), fire and burglar alarms.
- Is responsible for the security of the site and responds to call-outs. Sets alarms and devices. Undertakes the necessary activities to ensure the site is safe and secure and reports any concerns or issues to the Site Manager or Finance Business Manager.
- Contributes to the Health and Safety of the site under the direction of the Site Manager and Finance Business Manager. This includes inspecting the grounds for needles and syringes and contributing to risk assessments and action plans.
- Organises and monitors the service and maintenance of site services i.e. heating, water, electricity and equipment. Monitors contractor provision and highlights any areas of concern or non-compliance to the Site Manager or Finance Business Manager.
- Participates in any inspections, audits or surveys to comply with Health and Safety or other legislation including routing testing of the fire alarm, testing and flushing of the water system in accordance with Legionella and PAT testing.
- Is proactive in undertaking scheduled maintenance, emergency cleaning, basic maintenance and repair to maintain the fabric of the building and site i.e. drainage, unblocking toilets and plumbing, joinery, plastering, electrical, decorating and equipment repairs.
- Undertake routine grounds maintenance including litter picking, ensuring play areas, paths and drives are free from litter and debris which could cause flooding or slips. Pruning and marking out of pitches and cutting of grass.
- Undertake the gritting of the paths and car park during inclement weather i.e. snow, ice and maintaining safe passage in and out of the school during opening hours.
- To ensure that the premises are open and prepared for approved lettings and after school activities acting as point of contact for regular community users and projecting a positive image of the school at all times. Assist parents/carers attending the site out of hours e.g. visiting teams/parents unwire of the site layout or venue for activity.
- Undertake routine portage duties including moving furniture and to act as a point of contact taking delivery of all goods ordered by the school, to ensure safe storage and portage to the correct department as required.
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the School, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's Corporate H&S policy.

Key Responsibilities: General

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

The key competencies and behaviours commensurate with this post are identified overleaf.



Ethical Leadership Qualities - Values and Behaviours Framework

Value's	Behaviours
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	<ul style="list-style-type: none"> • Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	<ul style="list-style-type: none"> • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	<ul style="list-style-type: none"> • Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity and cynicism • Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. • Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. • Believing in the potential of others; helping them be the best they can be. • Quickly taking in new information and translating that into recommendations, decisions, plans and projects.