

School: Bysing Wood Primary School

Grade: Kent Range 4

Responsible to: Line Manager

Purpose of the Job:

Be responsible for the security, caretaking and general maintenance needs of the premises

Key duties and responsibilities:

1. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site, such as plastering, decorating, repairs on furnishings and buildings to ensure a safe environment is maintained.
2. Storing and maintaining resources such as cleaning supplies and equipment.
3. Attend to all contractors visiting or working on site (ensuring that the asbestos register is signed), to ensure a safe environment and liaising with line manager as appropriate.
4. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required. Opening and closing of the premises including those for lettings.
5. Act as a designated key holder, providing out of hours and emergency access to the school site.
6. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
7. Keep the external site tidy by regular emptying of bins and litter picking.
8. Monitor the boiler to ensure it is kept running on a day to day basis to meet the establishments needs.
9. Provide a portage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
10. Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
11. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
12. Making contact with contractors to schedule repairs or servicing.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1

Kent County Council

Person Specification: Caretaker

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 2 Diploma (or equivalent) and proficient technical and practical skills.
EXPERIENCE	Previous relevant experience
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to use a wide range of machinery/equipment e.g. cleaning, gardening and general maintenance • Ability to organise and prioritise own workload • Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant • Ability to maintain accurate and timely records as required by the role e.g. contractors' schedules, etc. • Ability to solve basic problems and to identify those that should be referred to a line manager • Ability to understand information and liaise with others accordingly • Has written and numeric skills in order to complete more detailed records and reports • Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate • Ability to listen, observe and contribute to discussions as required for the role e.g. client care, child care, work plans, etc. • Ability to communicate using ICT as required for the role • Ability of build a rapport with staff, pupils and parents
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of minor maintenance and repair. • Knowledge of how own job fits into the activity and role of the area/site • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - safe use of machinery and/or equipment; - COSHH ; - First Aid and Hygiene Practice; - lone working procedures and responsibilities - working at height • Able to recognise and to deal with emergency situations

	<ul style="list-style-type: none"> • Will need to undertake training to keep knowledge up to date
Personal qualities	<ul style="list-style-type: none"> • Patience • A sense of humour • Adaptability • Organised & tidy •

ALL STAFF ARE EXPECTED TO:

- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.