

THOMAS MILLS HIGH SCHOOL & SIXTH FORM

JOB DESCRIPTION

Job Title:	Caretaker
Hours:	37 hours per week/52 weeks a year
Salary:	Grade 3
Line Manager:	Site Supervisor

MAIN PURPOSE OF THE JOB:

Responsible to the Site Supervisor and provide a range of support for the efficient and effective daily operation of the site and related functions. This will involve:

- Co-ordinating maintenance requirements with the Site Supervisor and ensuring quality control is undertaken.
- Co-ordinating Site security with unlocking/locking of the school and ensuring the site is secure when closed.
- Monitor casual cleaning staff out of school hours.
- Supporting the Site Team in general maintenance, upkeep and cleaning of the site and buildings.
- Ensure goods received are dispensed throughout the school.
- Assist with setting up for School events and clearing afterwards.
- Practising effective 'Risk Management', for example in Health and Safety.
- To work shifts, as required, covering the school day usually between the hours of 7.00am – 6.30pm or occasionally later as required for events.

EXPECTED ACHIEVEMENTS

- To improve and maintain the school site and working environment in order to create an atmosphere conducive to teaching and learning.
- Play an active role to Safeguarding and Security of the Site through vigilance including CCTV.

PROFESSIONAL RELATIONSHIPS

Developing productive relationships with others, by:

- Consulting and communicating effectively with colleagues.
- Seeking line-manager support where necessary and appropriate.
- Maintaining appropriate relations with Pupils & Students and being aware of responsibilities with regards to safeguarding and wellbeing.

This job description sets out the main duties associated with the purposes of the post but does not form an inclusive list. Other duties of a similar nature which fall within the scope and purpose of the post may be undertaken and should not be excluded simply because they are not itemised. In particular, it is essential that the postholder is willing to help out when and as needed in solving problems linked to the running of the school, at the request of the Headteacher.

Variances to the duties performed may arise on account of legislative, policy or technological changes. Training for the post-holder will be provided accordingly.

GENERAL CONSIDERATIONS:

1. The performance of the postholder will be reviewed in accordance with the procedures adopted from time to time by the School for the Performance Review of all non-teaching staff.
2. This job description sets out the major duties and other tasks associated with the stated purpose of the post. Other duties of a similar level or nature are not excluded because they are not itemised.
3. The duties of the post could vary from time to time as a result of new legislation, policy changes or changes in practice within the School and, in this case, any appropriate training would be given to enable the postholder to undertake this new or varied work.
4. The postholder is expected to use his/her initiative in carrying out these tasks in an effective manner.

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

POSTHOLDER (PRINT NAME):

SIGNATURE:

DATE:

PERSON SPECIFICATION:

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You must complete your statement of suitability by answering the points listed in the person specification below. You should mention any experience you have had which shows how you meet these requirements. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

	Essential	Desirable
Qualifications and Experience	The ability to understand regulations such as Health & Safety, Manual Handling, COSH, Legionella etc (Training will be provided)	
Ability/skills/knowledge	Good communication skills. Ability to manage own time effectively and demonstrate initiative, including establishing priorities Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests Ability to adapt to changing and conflicting demands Ability to be flexible and work as part of a team or individually as required Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all Health & Safety related policies. Ability to comply with Health & Safety regulations to ensure all duties are carried out safely.	