



JOB DESCRIPTION

Job Title:	Caretaker	School:	The Ambleside Centre
Department:	Education	Salary:	£24,294-£25,979 FTE £13132-£14043 Actual salary (pay award pending)
Reports To:			Admin Leader
Grade:			Grade 4, Scale 7-11
Employment Status: Permanent			
Hours of Work: Part Time – 20 hours per week (negotiable)			
Job Purpose: To be responsible for the day-to-day operation, security, safety, cleanliness and general maintenance of the school site.			
Departmental/Team Purpose: Maintained Nursery School and Children's Centre. High quality care and education for children 0-5 years and support for families and the practitioners who work with them.			
Organisation Chart: Reports to: <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Admin Leader</div> <div style="text-align: center; margin: 5px 0;">↑</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Caretaker</div> </div>			

Summary of Main Contacts

- Headteacher and all other staff
- Governors
- Pupils
- Parents
- Cleaning staff
- Contractors
- Suppliers
- Council officers
- General public

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Special Factors:

Core Tasks

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. Be a designated keyholder and monitor the day-to-day operational security activity within the site, also, when available be a contact for the emergency services.
2. Liaise with the school management team regarding the cleanliness of the whole school site, monitor cleaning staff and undertake periodic cleaning of allocated areas as appropriate. Help organise the summer cleaning programme.
3. To ensure the school grounds remain tidy and the equipment kept in good order. Clean external drains and gullies.
4. Detect and report any building defects, advising school management on any Health & Safety issues.
5. Liaise with any contractors whilst on site, ensuring that work is completed in line with the specification and to the required standard. Take any appropriate action to resolve problems.
6. Undertake any minor repairs and general maintenance within your level of competence, always adhering to H & S requirements.
7. To routinely monitor the operation and maintenance or service of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
8. To carry out the movement of furniture and equipment within the site. To distribute items delivered to the site within Health & Safety guidelines.
9. To ensure the school grounds remain tidy and the equipment kept in good order. Clean external drains and gullies.
10. Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents or misuse.
11. Maintain gardens/play area and keep outdoor areas clean and tidy, including litter picking.
12. To undertake role of competent fire officer for the centre.

PERSON SPECIFICATION

Knowledge/Qualifications:

- Knowledge of Health and Safety regulations
- Qualification in Health and Safety desirable
- Knowledge and experience of appropriate use of cleaning materials and equipment

Skills/Abilities:

- Good basic DIY capabilities and experience
- Team worker essential
- Customer care skills essential
- Ability to prioritise
- Flexible worker essential

Experience:

- Heating systems
- Security systems and procedures
- Cleaning
- DIY

Personal Qualities:

- Self motivated and positive “can do” approach
- Ability to work as part of a team
- High integrity
- Good customer focus