

JOB DESCRIPTION

SCHOOL: Generic	Is this description a generic JD? Yes	
GRADE: G4	JEM Reference No: 01-187 Enhanced DBS Required? Yes	
JOB TITLE: Caretaker – Primary School - no supervision		
REPORTS TO : Headteacher or other designated member of staff		
1.	PURPOSE OF JOB: To provide an on site cleaning/caretaking service	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
	i.	To be responsible for the ordering, cleaning equipment and materials and the secure storage thereof. To be responsible for the cleaning of a specified area in accordance with the County Council's current standards and methods.
	ii.	To report to the Headteacher all matters relating to the premises, cleaning equipment and materials.
	iii.	To carry out caretaking duties as directed by the Headteacher (or other designated person) as outlined on the job information sheet. E.g. minor repairs to fabric of building and/or equipment.
	iv.	To be a key holder for the school premises where it is considered necessary by the Headteacher. To be responsible for the routine and non-routine (e.g. emergencies) opening and closing of the premises.
	v.	To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with Lincolnshire County Council guidance contained in the Health and Safety manual, recording the event and any issues arising. Checking heating, water and testing battery banks for emergency lights where relevant. Regular checking and recording the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations. Reporting any failures to Headteacher.
	vi.	To ensure that all external areas, paths and drives remain free from litter and hazardous materials and that all drains and gullies are free flowing and clean as appropriate. To clear pathways of snow and apply salt when required keeping records of this action.
	vii.	To deal with lettings as agreed with the Headteacher.
3.	MANAGEMENT OF PEOPLE	
	N/A	

	SUPERVISION OF PEOPLE Assist in work familiarisation of colleagues and any new starters
4.	CREATIVITY AND INNOVATION Little or no opportunity for creativity and innovation.
5.	CONTACTS AND RELATIONSHIPS Routine contact with staff and pupils within the school, delivery workmen and members of the public.
6.	DECISIONS
	a) Discretion Working within clearly defined instructions/procedures. Little or no freedom to act outside of defined role.
	b) Consequences Issues would be quickly identified and quickly remedied.
7.	RESOURCES Cleaning materials and equipment. Required to be a key-holder.
8.	WORK ENVIRONMENT
	a) Work Demands Limited changes in working practices but may be asked to carry out a number of tasks which does not impact on the overall programme
	b) Physical Demands Physical effort necessary associated with working at heights, use of equipment, bending moving and handling, pushing for example use of buffing machine, moving chairs
	c) Working Conditions Some lone working may be necessary. Possible exposure to human waste and/or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.
	d) Work Context Minimal risk, post holder will be working with cleaning chemicals and equipment, may be limited exposure to abuse/aggression from trespassers, children, parents and carers.
9.	KNOWLEDGE AND SKILLS

	Have a clear understanding of the cleaning standards required by the Units. The post holder must have in depth understanding of the Health and Safety Policy. Safe working methods to be used in accordance with COSHH assessments for hazardous substances. Understanding of Provision and Use of Work Equipment Regulation Knowledge of intruder alarms/CCTV and heating systems.		
10.	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			
Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George. Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.			