**Job Description**

**Post Title:** Caretaker

**Salary/Grade:**  Grade 4, PP3

**Post No:**

**Reporting to:** Site Supervisor

**Responsible for:** Providing an efficient and effective caretaking service for the site; ensuring that the security and general appearance of the site are maintained according to the required standards.

**Disclosure level:** Enhanced

**PRINCIPAL RESPONSIBILITIES:**

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| * To be responsible for the effective cleaning of the site, including periodical ‘deep cleaning’ of designated areas * Provide cleaning cover for absent cleaners |
| * To be responsible for site safety, ensuring clear and safe access and security of the site and its’ contents |
| * To undertake moving and handling tasks including the setting up and clearing away of furniture as required, as well as porterage duties |
| * To be responsible for carrying out minor repairs, maintenance and decorations * To be responsible for carrying out regular checks of the heating systems to ensure they are operating efficiently |
| * To collect and prepare waste for collection and disposal |
| * To replenish and replace consumables as required * To undertake ground maintenance as directed by your line manager |
| * To provide a safe and clean environment for pupils, staff and visitors in accordance with health and safety requirements |
| * To demonstrate and assist others in safe and effective use of specialist equipment and materials, where appropriate * To undertake overtime duties as required relating to authorised use of premises outside normal school hours, including lettings, parents evenings, Governor/PTA meetings and other school events. * To work flexibly within a ‘shift system’ covering the school’s official opening hours * To participate in the school’s out of hours call out system |
| * To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility |

**General Responsibilities**

* To perform duties, including lunch duties, and attend meetings as reasonably required.
* To participate in the School's performance management scheme.
* To undergo in-service training where required.
* To comply with the school’s Health and Safety policy and contribute to risk assessments as appropriate.
* To observe and implement current school policies and good practice.
* Contribute to the overall ethos, vision and aims of the school
* To carry out such particular duties as the Headteacher may reasonably direct from time to time.

**Note:** This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder’s signature:

Post holder’s name:

Date: