

Caretaker

Department: Children, Young People, Education and Skills

Section: Schools and Colleges, Education Department

Reports to: Headteacher / Line Manager

JE Ref: CYP1162

Grade: MW05

JE Date: 02/08/2023

Job purpose

To support the Headteacher / Assistant Headteacher (where applicable) to manage the school facilities to ensure the effective, efficient and safe use of premises ensuring that school buildings are clean and carry out minor maintenance and repairs when required, including set up and clean-up of external events (e.g. shows).

Job specific outcomes

Check and maintain the security of the school premises and its contents.

Carry out regular inspections of the buildings, furniture / fixings and grounds and together with the site manager plan for any repairs / alterations as required carrying out minor maintenance / construction under the direction of the Site Manager. Carry out annual programmed maintenance and record details on computerised database.

Assist with the daily operating and checking of the heating system, air handling unit, and fire/intruder alarm systems. Monitor CCTV footage for usage if requested by management. Where applicable.

In the absence of the Site Manager be the point of contact and supervise for all contractors / tradesman, deliveries and visitors on the premises who are attending on site related business.

Assist with the daily supervision of the school car park and bus service.

Be responsible for the cleaning products budget, order and replenish cleaning materials and other items associated with the job and keep accurate records on a computerised database.

Carry out general cleaning duties when required and monitor the effectiveness of the cleaning contractors.

General portage duties to include packing and unpacking parcels/crates, moving furniture/equipment around the school and messenger duties.

Carry out messenger duties (responsible for banking, postage of examination papers, handling of cash).

Provide manual support to all staff and students.

Deputise for the Site Manager in absence.

Assist Headteacher with Health & Safety checks and carry out hazard inspections.

Put out chairs for assemblies/ all school events where applicable.

Statutory responsibilities

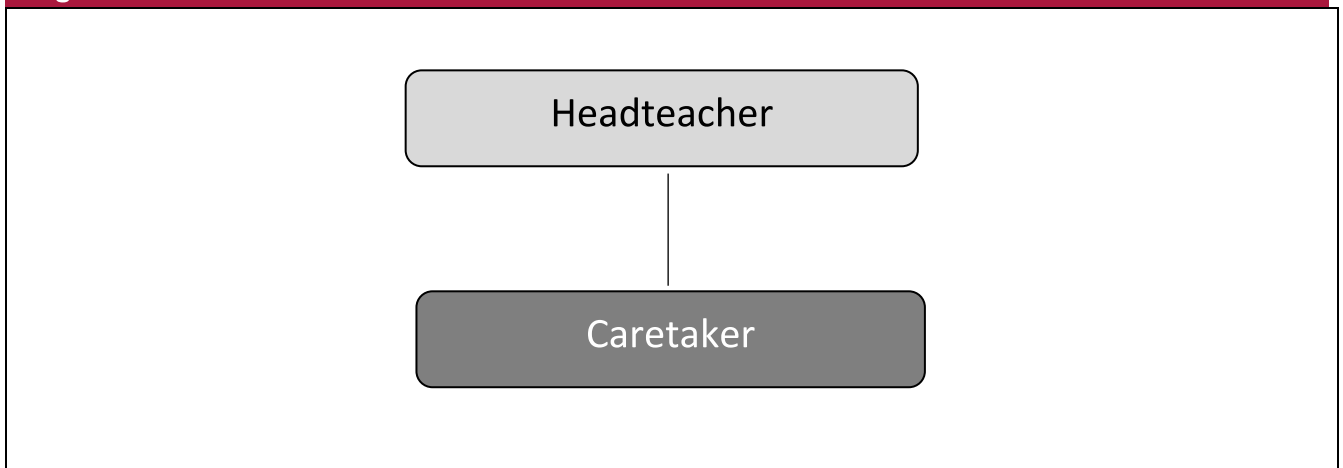
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Good standard of education is required (minimum 5 GCSE's, English and Maths essential)	First Aid training.
Knowledge	Knowledge of Health & Safety including Health & Safety in the workplace. Willing to work towards Safeguarding Children training.	Manual handling certificate.
Technical / Work-based Skills	Clean driving licence. Operate basic machinery and maintenance work.	Experience of handling cleaning chemicals in line with COSHH guidelines.
General Skills/Attributes	Good attention to detail. Good interpersonal skills to communicate effectively with different groups. Ability to work on own initiative and effectively prioritise workload.	
Experience		Proven track record in a similar role is advantageous.

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities, attributes and behaviour indicators.