

CARETAKER

The County High School, Leftwich

Grade 3

SCP 3 – SCP 4

Job Description & Person Specification

Job Description

Reporting to

Site Manager

Purpose of the role

Maintain the security of the premises and its contents including being a registered key holder. Carry out cleaning duties as directed by the Site Manager, supervising cleaning staff as appropriate. Undertake minor repair and portage duties.

Main responsibilities

Strategic

1. Maintain the school building, including the Multi Use Games Area (MUGA) and outside hard play surface areas, effecting minor repairs and improvements and general maintenance tasks to ensure that the school and site are maintained in satisfactory condition that meets required standards.
2. Monitor and operate the engineering systems (ie, heating, etc) and advise Line Manager of any faults in order to ensure the most economical use of fuel and water.
3. Liaise with contractors engaged by school and monitor their work (if directed by Line Manager) to ensure specified standards are achieved. Liaise with external and internal hirers of school facilities.
4. Operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, as appropriate, and lettings outside school hours ensuring the school is secure, internally and

externally. Responding to call outs as necessary in order to provide satisfactory security arrangements.

5. Maintain Health and Safety standards, reporting to Line Manager any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and Safety Regulations.
6. Carry out portering (including the moving of heavy furniture) and cleaning duties (including the MUGA and outside hard play) which will secure the most efficient use of resources.
7. Maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
8. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
A good standard of literacy and numeracy		✓
An accredited qualification in Joinery, Electrical or Plumbing	✓	
Experience		
Purposeful experience or working with young people, preferably in the 11-16 age range	✓	
Knowledge & Skills		
Understanding of safeguarding and child protection legislation	✓	
Understanding of health and safety requirements		✓
Ability to work independently		✓
Practical problem-solving skills		✓
Ability to undertake physical tasks associated with caretaking duties		✓
Ability to identify hazards and take appropriate action to maintain a safe environment		✓
Basic IT skills sufficient to complete records and communicate electronically		✓
Knowledge of safe manual handling		✓
Awareness of COSHH (Control of Substances Hazardous to Health) regulations		✓
Attributes		
Ability to speak fluid English as covered by Part 7 of the Immigration Act (2016)		✓
Ability to communicate clearly and effectively with teachers, other professionals and students		✓
Good verbal and written communication skills		✓
Flexible and Punctual		✓
Willingness to undertake training, including First Aid		✓
Competent organisational skills		✓
Maintain a calm approach when faced with challenging behaviours		✓
Suitable to work with children		✓
Reliable, trustworthy and dependable		✓
Proactive with a willingness to take initiative		✓
Positive and professional approach to work		✓
Good attention to detail and high standards of work		✓