



JOB DESCRIPTION

Job Title: Caretaker	School: The Ambleside Centre
Department: Education	Salary: £22369-£24054 FTE 20 hrs £12,091-£13,002
Reports To: Finance and Administration Leader	
Grade: 4	
Employment Status: Initially Fixed Term -TBC	
Hours of Work: Part Time – 20 hours per week, All year round	
Job Purpose: To be responsible for the day to day 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 practitioners who work with them.	
Organisation Chart: Reports to: Finance and Admin Leader ↓ Caretaker	

Summary of Main Contacts.

- Head of Centre and staff
- Governors
- Children
- Families
- Contractors
- Suppliers
- Council officers
- General public

Special Factors:

Beechwood School on site has live on Site Controller

Work can include unsociable hours

Main Management Tasks

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

1. Engage and monitor contractors as and when appropriate.	1
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2. Liaise with Finance and Admin Leader and when appropriate with WBC to carry out procedures for emergencies including repairs.	1
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3. Liaise with Finance and Admin Leader and contractors whilst on site ensuring that work is completed in line with the specification and to the required standard.	1
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4. Work with SLT to ensure appropriate yearly maintenance plan is drawn up and implemented	1
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Total % tasks.	1
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	5
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Core Tasks

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

Be a keyholder and share with the site controller of school on site, the day to day operational responsibility for all security activity within the site. When available, be the first contact for the emergency services.

Check the cleanliness of the whole centre site by monitoring cleaning staff and undertaking daily and periodic cleaning of allocated areas as appropriate.

Responsibility for various out of hours work on evenings and weekends when it is related to centre activities.

To routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.

Detect and report any building defects, advising centre management on any Health & Safety issues. Undertake any minor repairs and general maintenance within own level of competence, always adhering to H & S requirements.

To carry out the movement of furniture and equipment within the site. To set up furniture and resources for meetings and courses. To assist with general portering duties including the distribution of items delivered to the site within Health & Safety guidelines.

To ensure the centre grounds remain tidy and the equipment kept in good order.

Request equipment and supplies as required.

Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse. To issue soap, toilet rolls and paper towels and such other items as required by the centre.

Cut grass, weed garden area and keep outdoor areas clean and tidy.
To undertake role of competent fire officer for the centre
To undertake regular water testing, recording results
To clean centre windows, doors and building furniture
To cover essential tasks of site controller during his absence
Any other duties which reasonably fall within the purview of the post which may be allocated after consultation with the postholder

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

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
- Able to prioritise work
- Flexible worker

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
- Level headed
- Confident
- Good customer focus

Special Features:

- Must be available until 10.0pm Mon – Fri and Saturdays