



Job Title: Caretaker (Including Farm duties)
Responsible to: Site Manager
Remuneration: Scale 3
Hours: 37 hours per week, full year

THIS POST IS SUBJECT TO AN ENHANCED DBS DISCLOSURE

JOB PURPOSE

- To provide an efficient, responsive and high quality Caretaking service to Reddish Vale High School.
- To work collaboratively with staff and parents to ensure the school environment is safe, clean and a pleasant learning environment for our pupils, staff and visitors.
- To promote the values of the school.

KEY RESPONSIBILITIES

1. To assist in the day to day maintenance of the school premises and hard play areas to include:
 - To carry out maintenance and repairs in school as required e.g. redecorating and fixing
 - To support the Site Manager in the operation of a preventative planned maintenance programme
 - To assist in the effective operation of the heating system and report defects to the Site Manager
 - To assist in the facilitation of the work of outside contractors
 - To assist staff with movement of bulky items around school
 - To use all equipment and complete all tasks in a safe manner, undertaking safety audits of the premises as required and assist with relevant risk assessments as required
2. To assist the cleaning team with the cleaning of areas including:
 - Helping maintain the hard play areas and keeping the pathways of the school free from litter and obstruction
 - Ensure external bins and other litter receptacles are emptied daily and kept in good order
 - Support to cleaning team as required
3. To routinely and in emergencies open and close the school premises and grounds and to ensure the school is secure including operating the alarm system. To be included on the alarm call out list and attend the premises in the event of an alarm callout as required.
4. Be responsible, when on duty or when on call, for the security of the school site and to carry a mobile telephone/radio whilst on duty.
5. To assist with jobs as necessary to ensure the smooth and safe running of the school e.g. preparation of rooms for examinations, assemblies, lettings, bad weather support.
6. To ensure the safe acceptance and dispersal of deliveries to the school site.
7. To provide assistance on the Farm when the Farm manager is absent and provide cover during bank holidays as required, to ensure all animals are checked daily which will include the cleaning of their habitat and feeding requirements.
8. To ensure that the schools Health and Safety Policy is adhered to at all times.
9. To comply with all policies and procedures in particular those relating to Safeguarding, Security and Confidentiality.
10. To undertake training as required.
11. To carry out any other duties that may be reasonably required.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • An ability to undertake all the physical aspects of the job • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults within the School environment • Knowledge of Health & Safety and hygiene procedures and precautions • Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate • Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures • Excellent organisational skills to be able to plan and deliver programmes of maintenance 	<ul style="list-style-type: none"> • Caretaking/site-keeping experience in a school or similar environment • Experience of monitoring a budget and managing stocks/resources within an agreed budget • Possession of a full valid driving license • Willingness to develop knowledge of use of ICT and other specialist equipment/resources •
Education/Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills with an ability to keep accurate records 	
Personal Style and Behaviour	<ul style="list-style-type: none"> • Tact and diplomacy in all interpersonal relationships with the public and colleagues at work. • Self-motivation, initiative and personal drive to complete tasks to required timescales and quality standards • The flexibility to adapt to changing workload demands and new organisational challenges • Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users • Personal commitment to continuous service improvement and self-development • Willingness to consent to and apply for an enhanced DBS disclosure. 	