**EDSENTIAL**

**JOB DESCRIPTION**

**JOB TITLE: School/Children’s Centre Caretaker**

**LEVEL:**

**RESPONSIBLE TO: Team Leader**

**JOB PURPOSE:**

To carry out the opening and closing of the school and be responsible for security, ensure

that all maintenance checks are completed and recorded as required.

**Principal Responsibilities**

**1.** To take care of the premises and contents and to prevent as is reasonably practical, ang damage to the structure, fittings and equipment.

2. To be responsible for the opening and closing of buildings as directed by the Head Teacher or designated person.

3. To ensure/organize the PAT Testing of all electrical equipment on an annual basis and maintain records to support this.

4. To work indoors and outdoors as required maintaining the grounds in a neat and tidy condition.

5. To carry out basic repairs and renovation work to the premises as directed by the Head Teacher or designated person.

6. To monitor the heating and lighting of the buildings throughout the year.

7. To keep in safe custody the keys of all rooms within the building and to ensure that no unauthorized person has access to any part of the building.

8. To collect and assemble waste for collection and to keep the waste area in a clean and tidy condition.

9. To be responsible for carrying out all Health and Safety checks, including Fire detection equipment, emergency lighting, asbestos management and legionella checks as required.

10. Attend relevant training as identified by the Headteacher or Facilities Manager.

11. Maintain a safe and clean all external areas e.g. sweeping, gritting and litter picking of the grounds.

12. To be responsible for ordering and storing of all supplies required for the toilets and washrooms.

13. To manage any external contracts as directed by the Head Teacher

NOTE:

Notwithstanding the details of this JD the job holder will undertake such work as may be determined by their line manager consistent with the principle responsibilities of the job and in any company location.

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|  | **PERSON SPECIFICATION**   |  |  | | --- | --- | | Qualifications | IOSH Managing Safely Certificate, Desirable | | Experience | Basic Skills in Plumbing, Carpentry, Grounds Maintenance and Painting and Decorating.  Experience of conducting basic Legionella checks  IT Skills in basic Word and Excel  Good numeracy/literacy skills | | Job Related Knowledge | Knowledge of Caretaking duties | | Skills and Aptitude | Good verbal communication skills  Ability to resolve situations with practical solutions  Enthusiastic and self-motivated  Conscientious  Ability to work to deadlines and targets  Ability to establish agreed working relationships with colleagues other than in a team | | Other Requirements | Enhanced DBS [*plus Childrens/Adults Barred List*] | |