

Sandy Lane Primary School

Outline Job Description

POST TITLE:	CARETAKER/CLEANER
POST REF:	
GRADE:	APPRENTICESHIP

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

Under the direction/instruction of appropriate senior staff, assist in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

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EFFORT DEMANDS:

- Will work under the supervision and on occasion under own initiative, working to the priorities set by the Headteacher.
- Will carry out portage duties as required including the removal and placement of furniture and equipment.
- Will undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Will take delivery and arrange for the storage of materials, stores and other goods.

RESPONSIBILITIES:

- Will be responsible for the day to day supervision of a small number of designated employees, maintaining good working relationships and team working. The completion of all related paperwork associated with the supervision of employees together with work-related training.
- Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Will promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times. *(This responsibility is shared during normal school hours with the Head-teacher, but is the postholder's sole responsibility whilst on site outside of these hours in the absence of the Head-teacher or other senior member of the school staff).*
- Will attend relevant meetings as required.
- Will monitor and maintain limited delegated budgets including accounting for expenditure and the handling and processing of cash, cheques and financial data.
- Will have shared responsibility with the Head-teacher for the security of buildings, equipment, furniture etc. on the site, the value of which varies from premise to premise.
- Will be responsible for the maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Head-teacher.
- Will participate in training and other learning activities and performance development as required.
- Will present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.

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- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will regularly work outdoors and be exposed to the elements/weather.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The jobholder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- May be required to be a key-holder for emergency call-outs. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Head-teacher).
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

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SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

PERSONNEL SPECIFICATION:

	Essential (E)/Desirable (D)
EXPERIENCE:	<ul style="list-style-type: none">• Will possess handyperson experience. E• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level E
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none">• Will possess basic literacy and numeracy skills (grammar, spelling and basic mathematical knowledge). E• Cleaning and Support Services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these. D

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KNOWLEDGE/SKILLS:

- Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures. **D**
- Willingness to gain knowledge of health and safety procedures and precautions and regulations, for example COSHH, Manual Handling procedures etc. **E**
- Will be aware of health and hygiene procedures. **D**
- Will possess the ability to work as part of a team. **E**
- Willingness to use relevant equipment. **E**
- Will possess the ability to relate well to children and adults. **E**
- Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards. **E**
- In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. **E**

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