

JOB TITLE	CARETAKER (b) – (PRIMARY SCHOOLS)	JOB REF NO	AAAD5001
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BASIC JOB PURPOSE

Maintain the security of school premises and contents – Job Holder designated as the registered key holder.

Ensure that lighting and heating systems are maintained in good working condition.

Carry out cleaning of designated areas and monitor the cleaning carried out by contractors on a day to day basis.

Undertake minor repair and portorage duties.

MAIN RESPONSIBILITIES

1.	Receive delivery of supplies, furniture and parcels into the school; ensure correct distribution to the appropriate department/classroom/ teacher.
2.	Liase with contractors and monitor work being carried out by them.
3.	Monitor cleaning of building and ensure work is carried out in accordance with the specification.
4.	Undertake designated cleaning duties during term time and carry out cleaning operations during school closure periods. Maintain the grounds in a clean and tidy condition; remove accumulated internal and external waste, sweep the grounds using mechanical or other means.
5.	Monitor the conditions of the school’s sanitary provisions for both staff and pupils. Maintain supplies of materials and respond to problems arising from the improper use of facilities. Ensure safe storage and use of cleaning materials, in accordance with the requirements of COSHH.
6.	Check the heating installation daily during the heating season and ensure sufficient fuel supplies are maintained. Monitor and ensure the most economic use of water, gas, oil and electricity.
7.	Undertake general fire precautions and security tasks at the school; unlocking and locking the school premises, setting and disarming security and fire alarm systems and other security measures, etc.

Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Are there any tasks/duties which the Job Holder carries out only occasionally or at certain times in the year? If NO, go to next section. If YES, please list them and say how frequently they are performed.

OCCASIONAL TASKS

HOW OFTEN PERFORMED?

Undertake occasional maintenance tasks – eg, cleaning out rainwater gullies and drains, minor repairs to fixtures and fittings, replacement of light bulbs and fluorescent tubes, basic maintenance of central heating system and other

Occasionally

heating equipment, etc - as necessary

1 RESPONSIBILITY FOR SUPERVISION/DIRECTION/COORDINATION OF EMPLOYEES

Employees directly supervised by Job Holder

Not Applicable

Other Employees supervised by Job Holder (not in a direct line relationship)

No and FTE	Levels / grades	Types of work	Where based
2	Cleaning Staff	Daily/weekly cleaning of school premises	Primary School

What does the supervision of these employees involve?

Monitoring performance against contract specification; taking initial remedial action if necessary; and briefing management where necessary.

Does the job involve supervision of people who are not employees? *Eg contractors, students on secondment, etc*

No and FTE	Level / grade	Types of work	Where based
	Contractors (eg, electricians, plumbers, drainage and heating engineers, glaziers, etc).	Specialist servicing and maintenance of buildings and equipment.	Primary School

Does the Job Holder develop policy or provide advice and information which impacts on the supervision / direction / coordination of employees?

No

Does the Job Holder develop policy or provide advice and information which impacts on financial resources?

No

2 RESPONSIBILITY FOR PHYSICAL RESOURCES

Give details of any direct responsibility for Physical resources.

Physical resource	Nature of responsibility of Job Holder	How often is the responsibility exercised?
School Buildings	Key holder – ensures building is locked/unlocked Routine maintenance and cleaning of school buildings and grounds.	Daily Daily
Tools and Equipment	Use of power- and hand- tools, ladders and trolleys, etc for carrying out basic/routine repairs throughout the school.	Daily

Stocks and Materials	Receipt and distribution of supplies, furniture and miscellaneous deliveries into the school;	Daily
	Controls and issues stocks of toilet tissue, paper towels, etc.	Daily
	Checks stocks of heating fuels, monitors consumption and raises purchase requisitions	Weekly
Furniture and Equipment	Room layouts for meetings, parents evenings, etc	Daily
Waste bins and wheelie bins	Removing internal and external waste.	Daily

Does the Job Holder develop policy or provide advice and information which impacts on Physical resources?

Yes

The Job Holder advises school management on changes and revisions in school resources required to comply with good working practices.

3 RESPONSIBILITY FOR IMPACT ON PEOPLE

Task/Duty	Who benefits?	How they benefit?
Ensures that school systems are fully operational (eg, heating, lighting and electrical supply, toilets, kitchens, fire and security alarms, etc); carrying out minor repairs as necessary.	Pupils and Staff	School environment is conducive to the education of pupils.

Does the Job Holder develop policy or provide advice and information which impacts on people?

NO

4 KNOWLEDGE

Type of knowledge	What knowledge is essential?	Why are these needed?	How is it normally acquired?

Health and Safety	Understanding of Health and Safety legislation (including COSHH) and Council/School procedures. Risk Assessments	To ensure work is undertaken in a safe manner. Ensure contractors follow health and safety procedures. Ensure safety of employees, teaching staff, and pupils	On-the-job experience and training
Works orders procedures	How to order maintenance work.	To ensure that maintenance work contracts are placed on external contractors and work is undertaken according to specification.	Council/School procedures
Literacy and numeracy skills	Basic English and Maths knowledge	To write simple reports for senior management team. To make basic calculations when carrying out routine repairs of equipment.	Basic education
Technical	Operating characteristics of cleaning equipment, power tools and other hand tools. Location and isolation of Site services (ie, gas, electricity and water supplies).	Basic servicing and maintenance of equipment Safe operation of site	On-the-job experience On-the-job experience and instruction
Organisational	Planning and scheduling of work	To facilitate efficient operation of school activities.	On-the-job experience

5 MENTAL SKILLS

- a) What sort of problems does the Job Holder typically have to deal with? Give two examples of typical problems solved on a regular basis.

Example

When the heating system fails, the Job Holder investigates to determine the cause (eg, lack of fuel, no power, pilot light out, or some other more serious failure requiring the services of a specialist service engineer).

Example

Recommending to the School Business Manager or Head Teacher that a classroom should be closed to allow contractors to undertake essential maintenance or refurbishment work.

b) Give an example of the most difficult or demanding problem the Job Holder has to solve.

Example:

The Job Holder would decide whether to allow contractors to continue working throughout the weekend to ensure that work is completed in time for the school to be fully operational on Monday morning. Such decisions are taken without access/reference to a member of the senior management team.

c) Approximately how often would the example in (b) occur?

Once per year

Give details below of the mental skills required in the job and reasons why they are needed.

Mental Skill	Why Needed?
Judgemental/Analytical	Determine the causes of breakdowns/failures of equipment or buildings systems (eg, boilers, drains, etc)
Planning	Plan and allocate work, several days ahead – in accordance with the needs and demands of the academic year timetable.

6 INTERPERSONAL AND COMMUNICATION SKILLS ESSENTIAL FOR THE JOB

Skill	Used for?	With whom?
Oral and written	<ul style="list-style-type: none"> ▪ Providing basic instructions on maintenance and repairs, etc work required around the school; including health and safety standards, practices and procedures. ▪ Dealing with occasional complaints (eg, visitors'/parents' cars parked in the road; litter, etc). ▪ Reports/memos on progress of contractors' work; recommendations on repairs/ refurbishments needed to maintain the school environment at optimal efficiency. 	<ul style="list-style-type: none"> ▪ External Contractors and other School Caretaking staff ▪ Local residents ▪ Head Teacher and senior management team

7 PHYSICALSKILLS ESSENTIAL FOR THE JOB

Give details (if any) of the Physical skills essential to do the job properly.

Physical skill	Used for?	Any precision/speed requirements?
Hand/eye co-ordination and dexterity	Operating cleaning equipment, hand- and power-tools for carrying out basic repairs and maintenance of	Precision more important than speed.

	buildings and equipment, etc.	
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8 INITIATIVE AND INDEPENDENCE

Allocation of work

a) How is work allocated to the Job Holder?

Written or verbal instructions/requests from teaching staff. Job Holder prioritises instructions/requests and the allocation and deployment of resources in the most cost and time effective manner

b) What is a typical cycle for allocating work to the Job Holder e.g. hourly, daily, weekly?

Cleaning of playground - twice daily.

Opening and closing of school including enabling/disabling alarms etc - daily.

Cleaning of hall and gym areas - daily

Repairs – as when they are required.

Annual cycle of maintenance (major work normally carried out during school summer holiday period).

Scope for initiative

c) How much freedom/discretion does the Job Holder have to change the way work is done and to allocate their time to duties?

The Job Holder determines and allocates work within set procedures/schedules; using own initiative

d) What is the level of guidance/instructions available?

Council procedures stating which and how contractors should be hired. Council Health and Safety procedures and guidelines. Operations manuals.

e) What sort of direction, management or supervision is given to the Job Holder?

Type of Direction	From Whom	How Often
Advice and guidance on work schedules/ requirements	School management	Daily

f) Give three examples of problems or decisions the Job Holder would be expected to deal with themselves without reference to a Supervisor/Manager. How often do these occur?

Expected problem	Nature of available guidance	Typical Frequency
Minor repairs (eg, broken window, storm damage, etc) – the Job Holder decides whether to undertake the work or whether it will be necessary to call in specialist contractors.	Experience, initiative, knowledge of SLA, Health and Safety guidelines	Several times per annum
When the heating system fails, the Job Holder investigates the cause (eg, lack of fuel, no power, pilot light out, or some other more serious failure requiring the services of a specialist service engineer).	Experience, initiative, knowledge of operating procedures and features of the heating system.	Few times per annum

Unexpected problem	Nature of available guidance	Typical Frequency
Electricity power cut; Job Holder attempts to ascertain cause, including checking fuses/circuit-breakers.	Experience and operating procedures for power systems in the school.	Occasionally

g) Give two examples of problems or decisions the Job Holder would be expected to refer to their supervisor/manager. How often do these occur?

Problem or decision	Point of referral	Typical Frequency
A drain or toilet is repeatedly blocked, indicating that there may be a serious problem with the system, requiring the services of a drainage engineer/contractor.	School management	Regularly
Pupil-related issues (e.g. a distressed, ill or injured pupil)	Member of teaching or support staff in the school	Few times per annum

9 PHYSICAL DEMANDS

What sort of Physical demands does the job involve? (See guidance notes for examples)

Physical Demand	Typical Duration	How often?	Other details (e.g. how heavy?)
LIFTING AND CARRYING - receipt and distribution of deliveries of parcels, equipment and furniture throughout school.	Up to 1 day	Daily	Computers, desks, chairs, filing cabinets boxes of text books, photocopier paper, etc - up to health and safety maximum
PHYSICAL EFFORT: <ul style="list-style-type: none"> ▪ Operation of industrial cleaning machines (eg, vacuums, buffers, etc); ▪ Lifting of manhole covers and use of industrial rods to unblock drains; ▪ Pushing waste and wheelie bins; ▪ Climbing ladders to access roofs, gutters, etc (for cleaning and general maintenance) ▪ Setting out tables and equipment. 	Up to 45 minutes Up to 1 hour Up to 1 hour Up to 1 hour	Twice a day Weekly Twice a day Occasionally	up to health and safety maximum, although bins do have wheels

10 MENTAL DEMANDS OF THE JOB

Nature of task	Mental Demand	Duration	Frequency
Operation of power- and hand-tools, industrial cleaning machines	Sensory concentration	Up to 15 minutes	Frequently
Use of potentially hazardous cleaning materials	Sensory and mental concentration	Up to 15 minutes	Frequently

To what extent is the job subject to work-related pressures *e.g. regular deadlines, frequent interruptions, conflicting demands?*

Nature of pressures/ interruptions	Source	For how long?	How often?
Deadlines	School timetable requirements for equipment, rooms, etc to be available for teaching		Daily
Interruptions	Failure of school equipment or systems (eg, heating, lighting, drains, etc) that requires urgent resolution	Up to half a day	Regularly

11 EMOTIONAL DEMANDS

Not Applicable

12 WORKING CONDITIONS

a) In what kind of places does the Job Holder normally work *(e.g. office, library, gardens, clients' homes)?*

If more than one, give approximate proportion of time in each.

Location of work	Proportion of time
Primary School – buildings and grounds	70% indoors 30% outdoors

b) If the Job Holder works outside, are they expected to work regardless of the weather or are alternative arrangements made *e.g. work on other duties?*

School buildings and gates must be unlocked/locked; playgrounds must be cleaned daily - irrespective of the weather.

c) What unpleasant environmental working conditions or behaviour from other people are met in performing the job? *(See guidance notes for examples)*

Drains must be unblocked as necessary - working area may be flooded; drains may be blocked with noxious materials.

Clearing ice and snow in winter.

Maintenance and operation of heating systems.

d) What protection is offered (if any) e.g. against adverse weather (clothing, shelter), against infection, security measures etc.

Protective waterproof clothing, footwear and gloves (PPE)

e) What unpleasant environmental working conditions or behaviour from other people are met in performing the job? (See guidance notes for examples)

Working Condition or Behaviour from other people	How long does it last at any one time?	How often does it typically occur?
<ul style="list-style-type: none"> • Diluting of potentially hazardous cleaning chemicals • Cleaning toilets, unblocking drains; removal of yellow waste bags (containing human waste products) • Litter picking and emptying bins; picking up broken glass, clearing dog faeces from grass, cleaning urine from porch areas, etc • Abusive behaviour and bad language from trespassers confronted on site • Working alone in building 	<p>Few minutes</p> <p>Up to 1 hour</p> <p>Up to 1 hour</p> <p>Few minutes</p> <p>Whole shift during school holidays</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Few times per week</p> <p>Few times per annum</p>