WARWICKSHIRE COUNTY COUNCIL

PAY AND CONDITIONS REVIEW PROJECT 2006/07

ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: **SCHOOL CARETAKER (small school)** **JEID REF: C0294** (was S10A)

POST LEVEL : **Band D**

BROAD DESCRIPTION:

Works under broad direction and laid down procedures to assist the head to ensure a safe and secure environment.
Responsible to the Headteacher or nominated representative for caretaking, cleaning and site security of the school site, and respond to emergencies relating to the site as necessary.
Contribute to the school's statutory duty to safeguard and promote the welfare of children.
Little or no responsibility for carrying out minor or temporary maintenance and building repairs.
Little or no budgetary responsibility nor staff supervisory responsibility.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has no (or limited) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE : The post has no (or limited) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has considerable responsibility for cleaning, maintenance and security of buildings.

TYPICAL TASKS

Security:
Carry out security procedures for the school buildings and grounds
Routine and non routine opening and closing and security of premises and grounds
Take action to prevent trespass on the premises
Ensure unauthorised parking of vehicles does not occur
Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours .

Cleaning:

Ensure the premises and furnishings are cleaned in accordance with the school's/authority's standards
Carry out regular cleaning inspection and maintaining log sheet
Ensure floors are stripped and retreated at appropriate intervals
Maintain time book, fill in claims forms etc

Maintenance:
Ensure that items, repairs, maintenance work that is required is reported as appropriate
Report damage as appropriate
Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available
Carry out frost precaution procedures and procedures in event of fire, flood, breaking and entering, accident or major damage
Provide emergency access in the event of snow or minor flooding or similar emergency situations
Ensure playing areas and paths are free from litter
Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary
Ensure that caretaking and cleaning equipment is in a safe and working condition

Stock:
Receive delivery of stock, materials etc, ensuring appropriate storage.
Ensure adequate supply of fuel, light bulbs and janitorial materials are available

Lettings:
Preparing for after-school activities and ensure accommodation is prepared for normal school use as required
Undertake school lettings in accordance with the lettings procedures as required

Other:
Movement of equipment and resources as required
Check fire alarm systems (??)

QUALIFICATIONS/TRAINING AND LIKELY ABILITIES

Be aware of and understand the Authority's regulation, e.g. H&SAW and COSHH guidelines
Literacy skills to complete forms and orders, write instructions, understand and follow H & S and COSHH instructions
Numeracy skills to check goods, carry out stock control and undertake calculations
Able to carry out procedures, routines and follow instructions
Able to operate cleaning equipment, machinery and tools
Understand and be familiar with the layout and organisation of the school and its site.
Display commitment to the protection and safeguarding of children and young people
Value and respect the views and needs of children
Can take initiative where necessary
Can solve straightforward problems and respond to unforeseen circumstances (eg hazards, accidents etc).