

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Caretaker	
Directorate: Education	Post No:
Section: Premises and Facility Management	Date: 14 May 2014
Responsible to: Headteacher	

Job Purpose

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.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Security:

3. Lock / unlock school buildings and areas.
4. Assist with regular security checks including the locking of all windows and doors and the drawing of window blinds.
5. Operate alarm systems including testing where appropriate.
6. Cover lettings.

General:

7. Assist with minor / simple repairs e.g. changing light bulbs, unblocking drains.
8. Operation of heating plant, cooling and lighting systems.
9. Collect and assemble waste for collection, including unlocking and relocking bins and ensuring external rubbish is stored appropriately.

10. Undertake cleaning duties including graffiti removal, litter-picking.
11. Cleaning of external windows at ground level, soffits, bargeboards and external lights.
12. Undertake routine “client” tasks in connection with premises related contractors e.g. cleaning, grounds maintenance.
13. Provide emergency access to the school site as a main keyholder.
14. Undertake activities to maintain safe and clean external environment e.g. gritting.

Tasks – Resources:

15. Ensure the maintenance of a clean and orderly working environment.
16. Timely and accurate preparation of routine equipment / resources / materials as set out in instructions.
17. Undertake basic record keeping as directed, including task lists and meter readings.
18. Refill and replace consumables e.g. soap and towels.
19. Report faulty equipment and other maintenance requirements to appropriate person.
20. Maintain the security of school premises by securing entrances / exits as appropriate and reporting potential security breaches.
21. Ensure lights and other equipment are switched off as appropriate.

Tasks – Organisation:

22. Assist with the distribution of goods received.
23. Assist and participate in the organisation and movement of furniture within the building.
24. Maintain and arrange orderly and secure storage of supplies.
25. Operate everyday equipment in accordance with instructions.

Responsibilities:

26. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.

27. Contribute to the overall ethos / work / aims of the school.
28. Appreciate and support the role of other professionals.
29. Attend relevant meetings as required.
30. Participate in training and other learning activities and performance development as required.
31. Treat all users of the school with courtesy and consideration.
32. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
33. Comply with health and safety policies and procedures at all times.
34. Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.