

# **Children & Young People’s Service**

**NORTH DUFFIELD COMMUNITY PRIMARY SCHOOL**

##### JOB DESCRIPTION

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| **POST:** School Caretaker/Handyperson | | | |  |
| **GRADE:** Band 5 | | | |  |
| **RESPONSIBLE TO:** Business Manager/Headteacher | | | |  |
| **STAFF MANAGED:** None | | | |  |
| **POST REF:** | | | **JOB FAMILY**: OS F |  |
| **JOB PURPOSE:** | To provide high quality effective caretaking and handyperson services to ensure a secure, safe and hygienic environment for all building users.  To be responsible for the general upkeep of the school. Minimise the need for external contractors by having skills to undertake a range of maintenance tasks. | | | |
| **JOB CONTEXT:** | The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.  The post requires work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.  Enhanced DBS check is required for this post due to working within a school environment.  Available for emergency call outs. | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | |
| **Operational Issues** | | * To ensure the security of the building and site, undertaking daily security checks. * Act as a designated key holder, providing response to emergency calls if required. * Locking and unlocking of buildings and gates at pre-determined times and setting alarms. * To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow. * To undertake general portering duties whilst on site to include moving furniture and equipment on site. * Construction of flat pack resources and equipment when requested. * Receive deliveries to the site if required. * To support the maintenance of the building by checking and replacing light fittings and undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings. * To carry out routine and emergency repairs/maintenance as requested by line manager. * To carry out tasks which include basic plumbing and woodwork. * To undertake the painting of walls, doors and other surfaces. * To carry outspecific cleaning duties as directed, e.g. External windows and paintwork, clearing gutters and drains etc. * Collect and assemble waste for collection * Carry out legionella water quality testing and report issues to line manager. * Report faults and damage to admin staff. * Test the fire alarm weekly and report any faults. | | |
| **Communications** | | * Communicate and liaise effectively with other members of staff and pupils within the school and families and outside agencies when required. * Welcome contractors onto the site and check clearances when required. * Supervise and monitor work of contractors if required. | | |
| **Resource management** | | * To participate in the training and development and performance management processes within the school * Store equipment and products safely and securely * Ability to carry out informal risk assessments on buildings to identify faults/hazards * Monitor premises related resources and consumables and notify admin staff of ordering requirements. Store any products safely and securely. | | |
| **Safeguarding** | | * To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. | | |
| **Systems and Information** | | * To fulfil the necessary administrative tasks associated with the responsibilities of the post. | | |
| **Data Protection** | | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. | | |
| **Health and Safety** | | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. * Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately * Ensure that any incident involving unauthorised persons on site is dealt with in accordance with school policy including, where necessary, informing police. | | |
| **Equalities** | | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. * Within own area of responsibility work in accordance with the aims of the Equality Policy Statement | | |
| **Flexibility** | | North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.  * There will be a core specified number of hours per week, the remaining hours to be worked flexibly according to the needs of the business. | | |
| **Customer Service** | | The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.  * The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. | | |
| Date of Issue: | | July 2017 | | |

**PERSON SPECIFICATION**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Knowledge** |  |
| * Excellent DIY skills/knowledge * Awareness of Health & Safety | * Ability to use tools for making minor repairs * Understanding of the running of a school |
| **Experience** |  |
| * Experience of undertaking general cleaning/caretaking duties * Experience of carrying out minor repairs * Experience of undertaking general site maintenance across various skills bases, e.g., basic joinery, plumbing, painting and decorating. | * Experience of working as part of a team |
| **Occupational Skills** |  |
| * Able to work with minimum supervision. * Self-motivated * Punctuality * Flexible approach * Attention to detail * Ability to manage time effectively to complete tasks to a high level. * Ability to work both alone and within a team to achieve specified standards * Good verbal communication skills * Literacy and numeracy skills |  |
| **Qualifications** |  |
|  | * City & Guilds qualification in craft, e.g. Joiner or similar |
| **Other Requirements** |  |
| * Ability to carry out general caretaking/handyperson and cleaning duties as detailed in the Job Description. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * To be committed to the school’s policies and ethos. |  |