**JOB DESCRIPTION/ PERSON SPECIFICATION FOR POST OF:**

**CARETAKER AT FAIRFIELD INFANT SCHOOL**

**Role Purpose:**

To provide a caretaking, cleaning, porterage and routine maintenance service to meet the needs of the school, ensuring high standards of cleanliness and operational effectiveness, and compliance with health and safety requirements

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|  | **Essential** | **Desirable** |
| **Role Requirements**  **(knowledge and understanding)**  **Cleaning** | Able to follow agreed procedures for cleaning and meet the standards required through the whole school area. | Experience of carrying out more specialist cleaning |
| **Maintenance** | Confidently able to undertake general maintenance, repair and decoration tasks including carrying out emergency repairs as required in compliance with H&S requirements  Able to operate lighting and heating equipment ensuring it is maintained to the correct standard  Able to make written reports and plan and organise maintenance including working with line manager to obtain quotes and arrange site visits by contractors  Able to ensure emergency plans and adverse weather plans are in place, including taking responsibility for clearing paths etc. as required | Willing to enhance maintenance skills if required through training |
| **Stock Management** | Able to monitor stocks and follow procedures for ordering supplies to maintain an effective cleaning/site service  Able to move goods and school equipment within the school. |  |
| **Management of use of site** | Able to supervise regular users of the building and site as required  Able to control and monitor access to site for standard use and non-standard events | Some experience of managing and taking action for non-standard events or incidents |
| **Supervision of contractors** | Able to arrange for contractor attendance and brief them on requirements  Able to report on progress and completion of tasks accurately and reliably | Some experience of working with contractors |
| **Management of staff** | Able to allocate and monitor work in accordance with schedules and expectations  Able to plan, organise and prioritise work to meet daily deadlines  Able to work as an effective team player | Some experience of induction and training of staff  Able to identify strengths and weaknesses of other team members and support their development |
| **Security** | Able to unlock/lock school, apply security procedures to the school area and grounds and report any discrepancies to the line manager / senior leaders |  |
| **Health and Safety** | Able to apply national/county-based and local policies and procedures throughout work place and in day-to-day job requirements |  |
| **Communication** | Able to demonstrate strong verbal and written communication skills to meet the requirements of the role including clarifying and explaining instructions and expectations clearly | Able to generate enthusiasm in other team members |
| **Other contextual-based information** | Able to undertake manual handling (lifting of heavy and awkward items)  Able to work in potentially dirty / unpleasant conditions when required e.g. drains / toilets  Able to work overhead / at height e.g. replacing light bulbs, decoration, cleaning gutters etc.  Able to handle cleaning materials, fluids and chemicals  Able to undertake lone working when required  Able to take on role of key holder and prepared to answer to emergency call-outs, out of hours | Some prior experience of working overhead / at height  Awareness of COSHH regulations  Prepared to undertake PAT test training and when suitably qualified, carry out and record PAT tests  MIDAS trained (to drive school minibuses) or prepared to undergo training |
| **Other skills and behaviours** | Able to demonstrate good interpersonal skills and a positive attitude towards others (children and adults)  Able to stay calm  Able to work flexibly and efficiently to adapt to changing situations  Able to prioritise and meet deadlines  Able to use own initiative and solve problems | Prepared to present new ideas and initiatives in relation to the site and buildings  Prior experience working in a school environment |