

# **THE HELIX EDUCATION CENTRE**

## **Relief Caretaker Job Description**

### **Grade G5**

#### **Job Purpose**

Under the direction of the Headteacher/School Business Manager, the Relief Caretaker is responsible for the maintenance and good working order of the School, so as to provide an appropriate safe and secure environment for the education for the pupils and the work of all the staff. These duties will be covered during the absence of the Site Caretaker or during periods of additional work.

#### **Main Duties and Responsibilities**

##### **1. Good Order and Maintenance in the School Premises**

- Ensure the smooth running of the school site and building.
- Assist with the maintenance and upkeep of the premises, including fixtures and fittings and furniture.
- Undertakes inspections to ensure necessary safe operation and that the legislative requirements are met regarding powered equipment, machinery, etc.
- Will carry out any cleaning duties that may be required both in school and on the school grounds
- Has knowledge of basic premises maintenance and health and safety issues
- Has knowledge and experience of grounds maintenance
- Must enjoy working as part of a team; be adaptable and supportive of colleagues.
- Has excellent organisational and communication skills
- To undertake any other associated duties as may be required by the Headteacher or designated nominee.

##### **2. Safety and Security of the School Premises and its Contents**

- Support the Headteacher in ensuring the safety of the site and the people on it at all times. Ensure that the buildings are secured after use, both internally and externally. This includes checking that all valuable equipment is in an alarmed area.
- To read, understand and adhere to the school and Council's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents.

##### **3. Furniture and Equipment in the School**

- Responsible for the good working order of school furniture, equipment and fittings.
- Identify and purchase in liaison with the School Business Manager, necessary furniture, fittings, equipment and tools.
- Maintain accurate records of caretaking and cleaning tools and equipment after use.

##### **4. Supervision of Cleaning Staff**

- Monitor cleaning staff to ensure that the buildings are cleaned to a high standard.
- To monitor and supervise visiting contractors and workmen on site.

**5. Liaison and Monitoring with External Contractors (including school contracts e.g grounds maintenance)**

- Give access to maintenance contractors, monitor and ensure safe working practices, having particular regard to correct working practices.
- Ensure that contractors use the Borough's Permit to Work system
- Monitor and ensure the quality of the work being done, alerting senior staff

PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<p>Good Numeracy and Literacy skills</p> <p>Good IT skills</p> <p>Full driving licence</p>	<p>Recognised building trade qualification or apprenticeship</p> <p>MIDAS qualified</p> <p>First Aid Certificate</p> <p>Fire Marshal safety training</p>
Knowledge and Experience	<p>Experience that supports maintenance of an aspect of buildings or premises</p> <p>Experience that is transferrable to the role</p> <p>Knowledge and understanding of relevant policies/codes of practice – health and safety</p> <p>Ability to use a range of tools and equipment, ensuring safe handling and storage</p>	<p>Experience of working in a School</p> <p>Experience of working as part of a team</p> <p>Experience of co-ordinating building projects and premises improvements</p> <p>Previous caretaking experience</p>
Skills and Attributes	<p>DIY skills necessary to undertake general building maintenance, minor repairs and portering duties</p> <p>Physical fitness appropriate to the tasks in the job description</p> <p>Ability to follow instructions, organise and prioritise workload and communicate with all members of the school community</p> <p>A willingness to be helpful and support the school staff and pupils in practical ways Ability to: work as part of a team and on own initiative, understanding classroom/department roles and responsibilities and your own position within these learn new skills and positively respond to change on a daily basis</p> <p>maintain confidentiality model acceptable behaviour</p> <p>establish positive relationships with students and staff</p>	
Personal Qualities	<p>Highly motivated with high expectations, a positive attitude and a good sense of humour</p> <p>Excellent self-management skills high level of personal integrity and a flexible approach to the role</p> <p>Approachable professional, who responds well to and offers constructive advice</p>	