



Coventry City Council

## Job Description

**Vacancy Reference No:****Job Title:** Caretaker**Job Number:****Directorate:** Children, Learning and Young People**Post Number:****Service:** Services for Schools**Grade:** Grade 2**Location:****Job Purpose:**

To be responsible through the day-to-day direction of the Headteacher / Senior Leadership Team for all activities associated with site security and janitorial duties.

**Main Duties and Responsibilities:**Janitorial

1. Responsible for the security of the building and grounds, including routine and non-routine opening and closing of the premises and setting of alarms. Liaise with ESU if faults occur with the intruder alarm system.
2. Ensure the whole site is kept free of all litter and rubbish, including fallen leaves and emptying of all litterbins on the playground.
3. Undertake daily site walks and report any maintenance issues in the repairs and maintenance log. Report any Health and Safety issues directly to a member of the Senior Leadership Team.
4. Responsible for opening and closing of the school and grounds regarding occasional lettings, preparing for these activities and cleaning up at the end of the letting.
5. Open and close for school events including setting up, breaking down and helping with cleaning.
6. Take delivery of materials and equipment, ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school, as required.
7. Be the main point of contact for security alarm call outs and assist the School Business Manager and Headteacher to set off alarms for fire drills etc.
8. Take Gas and Electric Meter readings on a weekly basis.
9. Be a member of the Health and Safety Sub-Committee/Working Group.

## Cleaning

1. Undertake internal school cleaning as required.
2. Clean school signs, name boards and directional signs.
3. Vacuum the admin office, Headteacher's office, Deputy Headteacher's office and meeting room, admin kitchen, corridors and empty bins, clean desks, window sills etc.
4. Sweep and mop the dining room daily.
5. Clean, mop and buff the hall floor on a weekly basis.
6. Ad hoc cleaning requirements following spillages, when children have been sick or to remove animal excrement from school grounds.
7. Check the cleaning log on a daily basis.
8. Responsible for keeping and updating a COSHH register of cleaning materials and ensuring they are kept safe and locked away.
9. Shampooing carpets as required
10. Periodically cleaning down classroom furniture / jet washing classroom chairs
11. Periodically cleaning staff fridges, microwaves and dishwashers

## Miscellaneous

1. Work with the office team to order site supplies when necessary.
2. Keep paths, steps, walkways, etc. free of snow and ice using and ordering salt and grit as necessary.
3. Keep the Headteacher informed of site conditions in the event of inclement weather such as snow and ice
4. Undertake all necessary training required by the Council.
5. Share in Health and Safety inspections of the school site in association with the Senior Leadership Team.
6. Assist school staff to move furniture, PE equipment, School Stage etc. as required.
7. Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Senior Leadership Team

**Reviewed:** October 2019

**Updated:**



Coventry City Council

## Person Specification

<b>Job Title:</b>	Caretaker	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 2
<b>Location:</b>			

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• General knowledge of cleaning activities, janitorial/security duties and basic handyperson skills.</li><li>• Health and Safety issues.</li><li>• Janitorial issues in accordance with Health and Safety considerations.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to liaise and communicate effectively with other staff on an interpersonal level with pupils, staff, parents and other visitors in a friendly way, and in respect of duties to be performed and deadlines to be met.</li><li>• Able to complete forms, read instructions, write basic reports/messages for the Headteacher.</li><li>• Able to follow recognised and agreed procedures and regulations in respect of duties to be performed regarding ordering stores, lettings, heating, cleaning.</li><li>• Able to move equipment/objects, clear sites, and undertake general manual tasks.</li><li>• Able to identify areas where cleaning is required and is not to the standard expected.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Background of industrial or school environment which highlights craftsman, cleaner, maintenance, labouring or similar level.</li> </ul>
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<b>Educational:</b>	
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> <li>• Must be willing to be flexible.</li> <li>• Must be willing to become involved in the life of the school.</li> <li>• Must be willing to attend on alarm call outs.</li> <li>• Must be willing to attend on ad hoc cleaning throughout the day.</li> <li>• Must be willing to work in a multi-cultural setting.</li> <li>• Must be willing to recognise the importance of confidentiality.</li> <li>• Must be sympathetic to the community use of premises.</li> <li>• Must be willing to lift/move objects or undertake hygiene tasks such as cleaning.</li> </ul>
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**Reviewed:**            October 2019

**Updated:**