

Pay & grading



JOB DESCRIPTION

JOB TITLE	CARETAKER – ST ALDHELM’S SCHOOL	
PAY SCALE	GRADE 14 PT 6	
REPORTS TO:	SBM AND HEADTEACHER	
Main Purpose of job:		
<ul style="list-style-type: none"> To be a registered key holder and to be responsible for opening and closing procedures for the school. Daily maintenance within the school grounds 		
Main responsibilities and duties:		
<ul style="list-style-type: none"> To ensure security of the school site 		15 %
<ul style="list-style-type: none"> Clean outside areas eg: pathways and playgrounds 		20%
<ul style="list-style-type: none"> Management of waste/refuse on site 		5 %
<ul style="list-style-type: none"> Undertake general DIY tasks 		35%
<ul style="list-style-type: none"> To ensure successful operation of heating, lighting, water and gas on site 		5%
<ul style="list-style-type: none"> Polish/strip hall floor as required 		5%
<ul style="list-style-type: none"> Undertake safety checks eg; fire alarm/water 		5%
<ul style="list-style-type: none"> General portorage as required 		5%
<ul style="list-style-type: none"> Liaise with contractors 		5%
<ul style="list-style-type: none"> To turn out when security/fire alarm goes off as No. 1 key holder 24hrs per day 		
<ul style="list-style-type: none"> Cover for cleaners if required due to sickness/courses 		
Facts and figures:		
<ul style="list-style-type: none"> To operate a range of cleaning equipment (Vacuum, polisher, carpet shampooer, wet pick up etc). To maintain in a safe condition, areas of limited access (boiler and store rooms) 		
Supporting processes:		
<ul style="list-style-type: none"> Work to strict deadlines within well-known routines Prioritise tasks according to need 		
Decision making:		
<ul style="list-style-type: none"> To generate order requests eg. oil/gas To be able to operate within annually assigned budget 		

Physical effort and working conditions:
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| <ul style="list-style-type: none">• To work outside, possibly in inclement weather• Movement of stock and furniture around site (potentially heavy items)• Lone working at times |
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Knowledge, skill and experience
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| <ul style="list-style-type: none">• Basic level of education, dexterous, pleasant and courteous• Good communication skills• Awareness of H&S requirements of the job• Awareness of correct manual handling procedures• Willingness to undertake training• Ability to assess jobs required and to prioritise |
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Agreed that the job description is a fair and accurate statement of the requirements of the job:	
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Job holder:	Date:
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Line Manager:	Date:
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Headteacher:	Date:
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