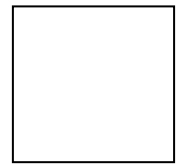


ALDERMAN PEEL HIGH SCHOOL

Description & Person Specification



Job Title:	Caretaker
Responsible to:	Site Manager
Grade:	Scale D
Terms and Conditions:	30 hours per week during Term Time plus 2 weeks Monday to Friday: 7.00am - 1.30pm (Half hour break)

GENERAL RESPONSIBILITIES:

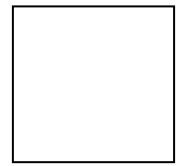
Under the direction of the Principal and in accordance with the practices and procedures of the school, to ensure that the school premises and contents are properly maintained, secured and ready for use. To help keep the school clean and tidy.

Key holder responsibilities extend beyond regular working hours to cater for emergencies at anytime day or night.

SPECIFIC RESPONSIBILITIES:

ALDERMAN PEEL HIGH SCHOOL

Description & Person Specification



1. To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc. To be available to answer emergencies outside of regular working hours and pre-planned lettings.
2. To ensure that heating and lighting systems and other equipment are working properly. To regulate heating/ventilation as necessary.
3. To undertake portering and handyman duties, including repairs to property, fixtures, fittings and equipment, moving goods and furniture, painting.
4. To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act .
5. To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act.
6. Clean designated areas and ensure that they are kept in a clean and hygienic condition. To be responsible for sanitary conditions and replenishing sanitary materials.
7. To maintain and operate plant and equipment including the maintenance of the swimming pool (Training will be given).
8. Drive the school minibus as requested. (after completing the relevant assessment)
9. To undertake general duties, such as collection and distribution of mail, general cleaning of store rooms and boiler rooms, obtaining or storing equipment/materials for teaching and other staff.
10. To take responsibility for the duties associated with a reasonable number of evening and weekend lettings.
11. To undertake outside duties, for example grounds maintenance, clearance of drains and gullies, general tidying, snow clearance, etc.
12. Undertake maintenance duties at our hub Primary Schools: Wells Primary and Nursery School and Burnham Market Primary School as required.
13. To transport school meals to Walsingham and Little Snoring Primary Schools each day.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Workplace, Health, Safety and Welfare Regulations 1992.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

ALDERMAN PEEL HIGH SCHOOL

Description & Person Specification



Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Principal.

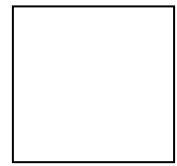
This job description is current at the date shown, but in consultation with you, may be changed by the principal.

Person Specification

Person Specification		
Experience	1 year's experience working in a similar environment.	Desirable
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • General trades qualification • Trained in use of cleaning equipment • Physically fit and able to move potentially heavy items • Attention to detail to ensure work place is thoroughly clean • Flexibility, able to work on own initiative and as part of a team • Driving Licence 	Desirable Desirable Essential Desirable Essential Essential

ALDERMAN PEEL HIGH SCHOOL

Description & Person Specification



<p>Constraints (Factors which might prevent an individual carry out the full duties of the post - e.g. unsocial hours, physical constraints, mobility inc. car ownership/use)</p>	<ul style="list-style-type: none">• Possession of own transport due to early morning start, alarm call outs and participation in weekend rota• The Site Team has a 24-hour responsibility for the security of the school premises. Within this the hours of attendance for work will be determined by the needs of the school and undertaken by agreement with the Heads of School. Key holder responsibilities extend beyond regular working hours to cater for emergencies at anytime day or night.	
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