

St. Peter's

Church of England Primary School

LOVE LEARN SHINE

Shine in the light and love of God.

Caretaker Job Description

We love our school and we are looking for someone who will help us to look after it by covering hours as required to cover our permanent caretaker.

With a strong interest in DIY, you will be responsible for making sure our school building is in proper working order. As you can imagine, in a busy school, the role is varied and would typically involve:

- Unlocking the school buildings and monitoring site security;
- Gritting pathways, steps and play areas as required;
- Undertaking a visual building check daily to identify any leaks or repairs which require an instant response;
- Sweep, jet wash external areas as required. This will include the removal of bird droppings and litter;
- Moving bins to the compound and ensuring that rubbish collection has been undertaken correctly and in a timely manner;
- To empty the playground bins twice weekly;
- Carrying our basic maintenance tasks, including unblocking pipes and putting up signs;
- Responsibility for storage management and moving deliveries;
- Helping to set up/clear away after meetings as required;
- To undertake generic monitoring tasks;
- Routine repairs such as removing any broken glass from windows;
- Occasional unlocking/locking in the school holidays to allow contractors on site (this would be paid as overtime and to be agreed in advance);
- Reporting any jobs which require a skilled tradesman, such as plumber/ joiner or electrician to the school office as necessary;
- On call for any alarm call outs;
- Supporting school colleagues with basic labour tasks.

Full training will be provided and will include:

- Health and Safety
- COSHH regulations
- Fire Safety
- Lone Working
- Manual Handling and;
- Working at Heights

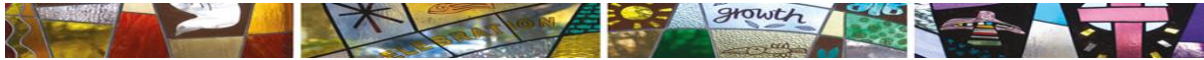
Telephone: 01423 569684 Fax: 01423 521080

Headteacher – Mr Paul Griffiths. Belford Road, Harrogate, North Yorkshire, HG1 1JA

Email: admin@stpeters.ycway.uk Website - <https://stpeters.ycst.co.uk>

Part of Yorkshire Causeway Schools Trust, a charitable company limited by guarantee registered in England and Wales with company number: 07663935. Registered Office: St Aidan's CE High School, Oatlands Drive, Harrogate, North Yorkshire, HG2 8JR.





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PERSON SPECIFICATION		
Job title:	Caretaker	
CRITERIA	Essential (E) or Desirable (D)	Evidenced by Application Form (AF) or Interview (I)
EDUCATION		
Literate and numerate (GCSE grade C or equivalent)	E	AF/I
Recognised qualifications in relevant areas, time served in building trade or apprenticeship or other relevant experience.	D	AF/I
KNOWLEDGE, SKILLS & EXPERIENCE		
Considerable DIY skills and/or experience; demonstrating skills in plumbing, electrical work, carpentry/ joinery or painting to competent DIY standard.	E	AF/I
Experience of undertaking responsibility for the care and maintenance of premises.	E	AF/I
Use of IT systems	D	AF/I
Experience of working as part of a team	E	AF
Experience of working in a school environment.	D	AF
Experience in the building industry.	D	AF
Previous key holder responsibilities.	D	AF
Experience of using specialist equipment (e.g. scaffold, ladders, etc)	D	AF

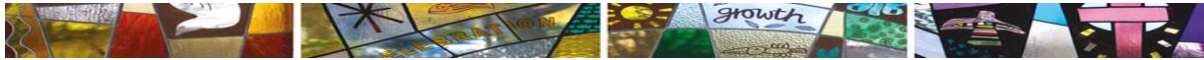
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Knowledge of Health & Safety and hygiene regulations relevant to the post.	D	AF/I
Awareness of COSHH regulations	D	AF/I
An understanding of and a commitment to safeguarding and promoting the welfare of children (an enhanced DBS will be required).	E	AF/I
Knowledge of the MAT and objectives of the school.	D	AF
Knowledge of maintenance and security systems and procedures.	D	AF
Knowledge of the operation of heating, ventilation systems and common causes of malfunctions.	D	AF
Ability to undertake heavy lifting and other strenuous tasks, requiring an appropriate level of physical fitness.	E	AF/I
Ability to deal with occasional emergencies outside of normal working hours.	E	AF/I
Ability to respond calmly to emergencies	E	AF/I
Ability to communicate and liaise effectively with persons at all levels and to deal with contractors.	E	AF/I
Excellent organisational skills, with the ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets.	E	AF/I
Demonstrate a desire and willingness to learn new skills.	E	

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