

Milton Keynes City Council – Role Profile

Role Title:	Caretaker L1
Service Group:	Children & Families
Accountable to:	Head Teacher
JE Ref:	JE0812
Grade:	C

Purpose of job

- To provide an on-site cleaning/caretaking service and undertake cleaning duties.
- Under the instructions/guidance of appropriate senior staff provide maintenance and security services on school sites and premises
- Undertake activities to maintain a safe and clean external environment e.g., gritting.

Key Objectives

1	To be a keyholder for the school where it is considered necessary by the Head Teacher and to be responsible for the routine and non-routine (emergencies) opening and closing of the premises.
2	To carry out cleaning/caretaking duties as directed by the Head Teacher or other designated person.
3	To be responsible for the ordering and safe storage of cleaning equipment and materials.
4	Assist and participate in the organisation and movement of furniture within the school.
5	Undertake minor repairs to site, furniture and fixtures (i.e., not requiring qualified craftsperson) and maintenance of the buildings and site.
6	Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
7	Collect and assemble waste for collection.
8	Refill and replace consumable e.g., soap and towels.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Ensure the maintenance of a clean and orderly working environment.
- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
- Ensure lights and other equipment are switched off, as appropriate.
- Undertake emergency cleaning duties.
- Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving or lifting furniture.
- Regularly exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable risk.

Work Profile

- Perform duties in line with Health and Safety regulations and take action where hazards are identified, report serious hazards to line manager immediately.
- Periodic cleaning of designated areas of the school building and grounds according to instructions.
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site.
- Act as school contact in relation to premises related contractors.
- Arrange regular maintenance and safety checks.
- Undertake record keeping as directed.
- Receive deliveries to the school site.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>		A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>		I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>		T Testing R Reference
Qualifications	No specific qualifications but evidence of trades certification etc. may have particular relevance for some schools		X		A
Skills / Experience	Hands-on experience of a range of maintenance / janitorial functions		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>		A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>		I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>		T Testing R Reference
Planning and organising work	Planned maintenance / activity scheduling. Supporting school events.		X		I
Planning capacity and resources	Contingency planning (adverse weather etc.)		X		I, R
Influencing and interpersonal skills	Working co-operatively with teaching and other support staff.		X		I, R
Using initiative	Basic problem solving within appropriate limits. Dealing with day-to-day incidents and emergencies.		X		I

Working independently	Shared responsibility for building security and safety. Reports to senior school manager(s)		x		I
Managing resources	Responsible for premises cleaning, maintenance.		x		I
	Maintains stocks of consumables		x		I
Managing risk	Health and safety awareness in all aspects of work.		x		I
Managing oneself	Awareness of opportunities for self-improvement		x		I