



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Job Description

CARETAKER

Grade: Band 4
Hours: 37 Hours per week, Full Time, Fixed Term 1 Year
Location: St Joseph's Catholic Middle School
Reports to: Executive Headteacher

Job Purpose

- To provide Caretaking Services to designated properties

Main Duties and Responsibilities

- Supervise the work of a team of staff, delegate work appropriately, provide clear guidance and motivate staff to achieve service objectives and quality standards.
- Provide or ensure the provision of induction to the workplace and coaching staff in work related tasks.
- Ensure that staff adopt safe working practices in all aspects of work.
- Ensure that the security of the property is properly maintained that users have access at the appropriate times and that an appropriate response is made in the event of a property related incident.
- Monitor the cleanliness of the property and ensure that the building specification and standards are achieved.
- As a member of the team undertake cleaning related tasks as allocated.
- Ensure that the heating and associated systems are operated and maintained in the approved manner, advise on conservation measures and take all necessary precautions against cold weather damage.
- Monitor the usage of gas, electric and water supplies ensure that all reasonable and practicable measures are taken to minimise use and report abnormal consumption to the appropriate person.

- Monitor and report on the general condition of the property, undertake minor repairs as required and ensure all routine maintenance tasks are carried out in a timely manner.
- Operate and maintain all ancillary plant and equipment as appropriate.
- Ensure that all ventilation, access and exit points operate effectively and that fire fighting appliances are readily accessible and properly maintained.
- Ensure that the external areas of the property are kept free of litter and debris, litter and rubbish bins are emptied regularly and main access routes are kept clear of leaves, snow and ice as necessary.
- Undertake a range of general portering tasks that ensure the efficient movement of goods, equipment, furniture and other items around the property.
- Ensure that adequate stock levels of appropriate supplies are maintained and distribute supplies as necessary and that corporate procedures are observed.
- Other duties appropriate to the nature, level and grade of the post

Additional Information

- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

August 2020