

JOB TITLE: Caretaker

DEPARTMENT: Facilities Department

SECTION: Secondary School

ESSENTIAL CRITERIA

Qualifications

- Educated to NVQ Level 2 or comparable relevant experience

Knowledge

- A basic knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses & light bulbs)
- Knowledge of Health & Safety regulations in schools including COSHH guidelines

Experience

- Two years experience of Facilities Support related work
- Experience of organising or dealing with supervision of a range of maintenance and janitorial duties
- Experience of supervising staff

Skills and Abilities

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
 - The ability to work flexible hours
 - Effective verbal communication skills
 - Good Numeracy & Literacy skills
 - Strong organisational skills
 - The ability to prioritise own workload
 - The ability to work unsupervised
 - The ability to supervise the work of others
- Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school

Other Requirements

- Willingness to undertake necessary tasks of an unpleasant nature
- An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role
- The postholder may be required to attend and successfully complete the 4day Pool Plant operator course if appropriate

- The postholder may be required to attend and successfully complete the LA approved minibus drivers test if they currently hold a driving licence

Equalities

- Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance 'Keeping Children Safe in Education'.