

# Wiltshire Council

## School Support Staff

### Job Profile

|                           |                                                                                                                                                                                                  |         |
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| <b>Reference :</b>        | SCH045                                                                                                                                                                                           | Grade E |
| <b>Job Title :</b>        | Caretaker                                                                                                                                                                                        |         |
| <b>Main Job Purpose :</b> | To undertake general maintenance of the school building and facilities, practical support in arrangements for meetings/events and to assist in maintaining the security of the school buildings. |         |

| Main Duties |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 1.          | To act as joint key holder for the site, ensuring security at all times, including the operation of the alarms. To be available for call-out on a rota basis.                                                                                                                                                                                                                                                                                                    |
| 2.          | To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors/County Officials. To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition. To participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure. |
| 3.          | To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.                                                                                                                                                                                                          |
| 4.          | To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floods etc) as necessary.                                                                                                                                                                                                                                 |
| 5.          | To undertake spring cleaning, including some high level cleaning at the end of school terms.                                                                                                                                                                                                                                                                                                                                                                     |
| 6.          | To undertake the efficient operation of the heating system, ensuring its good working order. To record and monitor gas/electricity/water (as applicable) meter readings/returns as required.                                                                                                                                                                                                                                                                     |
| 7.          | To take deliveries of stores, materials and other goods and to undertake portage duties as required (including moving furniture, equipment etc).                                                                                                                                                                                                                                                                                                                 |

| <b>Main Duties</b> |                                                                                                                                                                                                                                                                                         |
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| <b>8.</b>          | (For schools with swimming pools) To ensure cleanliness of the swimming pool and the surrounding environment and to check water quality as required                                                                                                                                     |
| <b>9.</b>          | To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary. To undertake occasional gardening duties. To attend site meetings as required.                                                                                                |
| <b>10.</b>         | To maintain records and complete paperwork as required. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy / Code of Conduct) and National Legislation (Health and Safety, COSHH, Data Protection). |

| <b>Supervision and Management</b>                                                                                                   |
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| The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits |

| <b>Creativity and Innovation (i.e. Problem Solving)</b>                                                                                                                                                                                                                                            |
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| <p>The work undertaken by the post holder is largely regulated by laid down procedures.</p> <p>There is a requirement for use of creative skills to resolve routine problems / issues such as undertaking repairs, attending alarm call outs, dealing with an emergency maintenance situation.</p> |

| <b>Key Contacts And Relationships</b>                                                                                                                                                                                                                                                                      |
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| <p>Main contacts will be Site Supervisor / Head Teacher, Deputy, Staff to give information on stock levels, incidents, repairs / maintenance updates. Etc.</p> <p>Staff and pupils reporting on out of service areas of school due to repairs, cleaning etc.</p> <p>Visitors meeting arrangements etc.</p> |

| Decision Making                                                                                                                                                                                                                                                                                                     |
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| <p>Basic work decisions are made by the post-holder about security problems and minor maintenance jobs</p> <p>The job holder may recommend:-</p> <ul style="list-style-type: none"> <li>• Orders of cleaning / maintenance materials or equipment</li> <li>• Repairs and maintenance or safety measures.</li> </ul> |

| Resources                                                                                                                                                                                                                         |
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| <p>The job holder would typically be responsible for the care and proper use of maintenance / cleaning tools and equipment.</p> <p>The post holder has shared responsibility for the safety and security of school premises..</p> |

| Working Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p>Physical demands will be commensurate with general maintenance / cleaning and portering duties, There may be some exposure to dust, dirt and occasional noise from machinery noise, working outside may on occasion subject the post holder to bad weather.</p> <p>The post-holder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.</p> <p>There is some exposure to risk when the post holder is required to operate machinery (e.g. use of hand tools for minor repairs) and some exposure to hazardous chemicals (e.g. industrial cleaning materials and gardening chemicals).</p> |

| Knowledge and Skills                                                                                       |
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| <p>Good standard of knowledge and skills of routine maintenance and security of buildings and grounds.</p> |