

## **Job Specification Caretaker/Maintenance Operative**

Salary:	£19,156 - £22,000
Job type:	Fulltime
Hours of work:	40 hours
Responsible to:	Headteacher
Receive Instructions from:	Headteacher, Deputy Head and Phase Leader
Location:	All school sites and children's homes

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### **Job Role**

- Ensure the buildings and its grounds are secure and in good condition at all times
- Cleaning the building and/or supervising a team of Cleaners
- Carry out grounds maintenance duties and/or supervising others in these roles – including but not limited to grass cutting, hedge trimming, leaf clearing, sweeping and rubbish removal
- Inspecting the building, including heating, cooling, lighting and alarm systems to make sure they are in good working order
- Performing basic repairs, maintenance and decorating tasks as required
- Monitoring cleaning materials, tools, and furniture and reordering as required
- Opening building at the start of the day and locking all doors and windows when not in operation
- Adhering to the company's safety policies to create a safe working environment for everyone
- Carry out Fire Safety Checks as required by law, arrange necessary repairs to the building and Fire Safety equipment
- To ensure that all Health and Safety Documentation is up to date and accurate records are kept
- Liaise with the Health & Safety Consultant and Manager
- Ensure bins are ready for waste collection and kept clean
- Rearrange rooms to required specification when necessary
- Be the point of contact and liaise with external contractors whilst on site, and ensure correct procedures are adhered to
- Be committed to support the ethos of the company

- Be able to work effectively as an individual and part of a team
- Be organised, adaptable and a good communicator
- Carry out any other reasonable request from line manager and/or deputy

This position will include duties to be undertaken at our children’s homes as and when required therefore you will be required to travel on occasions.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

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## Person Profile

Spring Hill High School is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help members of Interview Panel judge the qualities of interviewees in a systematic and consistent way and in accordance with Spring Hill High Schools’ equal opportunity policy. It is given to all job applicants for information.

### Assessment code

**A – Application form**

**PI – Panel interview**

Heading	Selection criteria	Assessment
<b>1. Thinking</b>	• Working knowledge of cleaning machinery and their operation / service requirements	<b>A PI</b>
	• When to order cleaning materials	<b>A PI</b>
	• Ability to prioritise and manage time to meet deadlines	<b>A PI</b>
<b>2. Interpersonal and Communication</b>	• Ability to communicate effectively with senior leaders, teaching staff and children.	<b>A PI</b>
	• Ensure professional conduct when working with external suppliers	<b>A PI</b>
	• Have good written and verbal communications	<b>A PI</b>
<b>3. Initiative and Independence</b>	• Ability to prioritise work	<b>A PI</b>
	• Assist with emergency situations	<b>A PI</b>
<b>4. Staff Management</b>	• Ability to supervise cleaning staff	<b>A PI</b>

<b>5. Resource Management</b>	• Ability to manage usage / issue of and ordering of cleaning supplies	<b>A PI</b>
	• Receive orders from suppliers e.g. items for events	<b>A PI</b>
	• Be willing to work unsociable hours	<b>A PI</b>
<b>6. Physical Skills</b>	• Regular physical moving and handling	<b>A PI</b>
	• Ability to work outside	<b>A PI</b>
<b>7. General Knowledge</b>	• Commitment to and understanding of equal opportunities.	<b>A PI</b>
	• Knowledge and experience of health and safety	<b>A PI</b>

All employees are expected to work within all Company policies and procedures to provide a high-quality service and in particular to always have a high regard for the Equality and Diversity Policy.

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff must respect the requirements set out in the Data Protection Act 1998.

To observe all of the Company's Health and Safety policies, procedures and processes and take all reasonable care to promote Health and Safety for all.

The above does not constitute an exhaustive list of duties. The post holder may be required to perform any reasonable tasks commensurate with the level of responsibility at the request of their Manager.

An Enhanced DBS Check with child barring will be undertaken.

**Employee Signature**.....

**Employee name**.....

**Manager's signature**.....

**Date**.....