



Certificate
of registration

No: 2638463



Job Description and Person Specification for a Caretaker

Job Responsibilities

- Lock/unlock the buildings and areas in the mornings and evenings.
- Undertake regular security checks and identify security risks.
- Operate and maintain heating and lighting systems.
- Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises are of good standard.
- Daily routines to include litter picks internally and externally after break and lunch to ensure the building and site are kept to a high standard of cleanliness. All paved areas are to be kept clean, tidy and litter-free.
- Carry out routine Health & Safety checks as required – e.g. legionella testing, fire alarms, emergency lighting etc.
- Respond quickly and proactively manage faults recorded on the log book. Identify defects, record repair and maintenance requirements, and liaise with contractors where necessary.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and, security and confidentiality, reporting all concerns to an appropriate person. The successful candidate will receive the necessary training during the induction period.

The Caretaker will need to be physically fit and be able to respond to emergencies occurring outside normal working hours.

The successful candidate will (skills):

- Be honest and reliable.
- Have good DIY and premises skills.
- Be able to carry out repairs competently.
- Be committed to achieving high standards in their work.
- Be flexible and cheerful and enjoy working around children, parents and staff.
- Ability to communicate in a professional, effective and courteous manner.