

JOB DESCRIPTION

SCHOOL: Bridgewater High School

POST DETAILS

Job Title: Caretaker/Driver

Grade: Grade 4 SCP 10-13
(£15,101 - £15,855 actual salary)

Location of Work: Bridgewater High School, Upper and Lower Sites

Directly Responsible To: Premises Manager

Directly Responsible For: N/A

Hours of Duty: 37 hours per week/ 38 weeks per year

Primary Purpose and Scope of the Job:

During term-time, the postholder will carry out the duties of a caretaker in between his/her driving duties.

WORKING RELATIONSHIPS

Premises Team and Premises Manager
Receptionists at both sites

KEY TASKS AND ACCOUNTABILITIES

General Caretaking Duties

1. Contribute to the general caretaking duties as required by the Premises Manager (e.g. portering, litter picking, setting up of halls and dining areas for lunchtimes, designated cleaning duties of communal and classroom areas particularly in inclement weather).
2. Maintain checks on the school's heating systems, carrying out any basic maintenance as directed by the Premises Manager.
3. Clear snow and ice in winter weather from the school grounds, particularly paths and car parks, including gritting of paths and clearance of snow using mechanical equipment (subject to competence).
4. Carry out daily caretaking duties during term-time in accordance with a clearly defined schedule as provided by the Premises Manager. Such duties will include

litter-picking, portering, setting up and clearing away the main hall for the lunchtime break.

5. Carry out any other general caretaking duties as required by the Premises Manager.
6. To be a registered key holder, responsible for the checking of the security of the premises as required and informing the police if necessary of any trespassers on the school grounds
7. Work as part of the caretaking team undertaking designated cleaning duties during term time in accordance with an established schedule.
8. Contribute to the general maintenance and upkeep of the school sites by carrying out minor repairs and improvements such as replacement of light bulbs, removal of graffiti, general repairs to classroom furniture and other miscellaneous fixtures and fittings, replacement of door locks, clearing of drain gullies etc.

Other Duties

9. With relevant training, be willing to drive the inter-site minibus between sites carrying staff, post and small items of equipment to a pre-determined schedule.
10. Be responsible for the cleanliness of the school minibus fleet, both externally and internally.
11. Carry out day-to-day vehicle maintenance checks at the beginning of every day recording the results of the checks and reporting all defects using the forms provided by the school.
12. Be willing to carry out other driving duties as may be required by the Principal/ Headteacher such as transporting pupils with additional needs between sites or acting as the minibus driver.

General

13. The postholder must carry out the duties with full regard to the School's Performance Plan, Equality and Diversity Policy and Health and Safety Policy.
14. The postholder must carry out all duties with due regard to confidentiality and data protection regulations.
15. The postholder must adhere to the school's safeguarding policy which safeguards and promotes the welfare of children.
16. The postholder must undertake such additional duties as are reasonably commensurate with the level of this post.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised: 12/6/2018

Prepared/revised by: Adrienne Laing, Strategic Director of Finance and Resources

Caretaker/Driver Grade 4

ESSENTIAL	Essential	Desirable
<u>Knowledge, skills and abilities</u>		
Ability to follow instructions and adhere to procedures within working practices	√	
Ability to use portable hand tools for maintenance tasks		√
Ability to work at heights using appropriate equipment		√
Ability to demonstrate a range of practical skills	√	
Experience in caretaking duties and carrying out routine maintenance tasks		√
Experience in working in a school environment		√
Full clean Driving Licence with categories D or DE		√
Ability to work flexibility and co-operatively within a team	√	
Ability to work in an environment with young people	√	
Understanding of health and safety issues relevant to the post	√	
Basic Literacy and numeracy skills	√	
<u>Qualities</u>		
Willingness to undertake training to drive the school minibus		√
Willingness to undertake First Aid at Work training	√	

Well organised and methodical, with time keeping and time management skills	√	
Willingness to seek guidance when needed	√	
Enthusiasm and positivity	√	
Friendly with a 'can do' attitude	√	
Resourceful	√	
Reliable and trustworthy	√	
This post is subject to an Enhanced DBS check		

