

LINCOLNSHIRE COUNTY COUNCIL**JOB DESCRIPTION****DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE:**
**Caretaker – Primary School
(Staff Supervision)****JEM Number**
01-188**GRADE:****REPORTS TO**
Headteacher or other designated member of staff**1. PURPOSE OF JOB:**
To provide an on site cleaning/caretaking service**2. MAIN RESPONSIBILITIES, TASKS & DUTIES**

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| i. | To be responsible for the ordering, cleaning equipment and materials and the secure storage thereof. To be responsible for the cleaning of a specified area in accordance with the County Council's current standards and methods. |
| ii. | To report to the Headteacher all matters relating to the premises, cleaning equipment and materials. |
| iii. | To carry out caretaking duties as directed by the Headteacher (or other designated person) as outlined on the job information sheet eg minor repairs to fabric of building and/or equipment |
| iv. | To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with Lincolnshire County Council guidance contained in the Health and Safety manual, recording the event and any issues arising. Checking and heating, water and testing battery banks for emergency lights where relevant. Regular checking and recording the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations. Report any failures to Headteacher |
| v. | To ensure that all external areas, paths and drives remain free from litter and hazardous materials and that all drains and gullies are free flowing and clean as appropriate. To clear pathways and snow and apply salt when required keeping records of this action |
| vi. | To supervise the work of Assistant Caretaker/s and/or cleaners and completing paperwork/claim forms where required. Liaise with the Head of establishment regarding private contract cleaning ensuring it has been carried out satisfactorily, pursue appropriate rectification procedures |

	vii.	Liaise with the head of establishment regarding private contract cleaning ensuring it has been carried out satisfactorily. To be responsible for the security of cleaning equipment and materials.
	viii	To deal with lettings as agreed with the Headteacher
3.	MANAGEMENT OF PEOPLE	
	Staff training/training in order to ensure that health and safety standards are met and maintained.	
	SUPERVISION OF PEOPLE	
	Day to day supervision of cleaning/caretaking staff including checking the quality of work carried out.	
4.	CREATIVITY AND INNOVATION	
	Little or no opportunity for creativity and innovation. Required to re-schedule work where/when necessary in order to fit within the school working day and ensure tasks are completed	
5.	CONTACTS AND RELATIONSHIPS	
	Routine contact with staff and pupils within the school, delivery work people and members of the public/school Governors	
6.	DECISIONS	
	a) Discretion	
	Working within clearly defined instructions/procedures Limited scope for discretion, postholder will be working within clearly defined policies and procedures	
	b) Consequences	
	Issues would be quickly identified and quickly remedied	
7.	RESOURCES	
	Cleaning equipment and materials Required to be keyholder	
8.	WORK ENVIRONMENT	
	a) Work Demands	
	Limited changes in working practices may be asked to carry out a number of tasks which does not impact on the overall programme	
	b) Physical Demands	
	Physical effort necessary associated with working at heights, use of equipment, bending moving and handling eg taking in stock, lifting, furniture etc.	

	<p>c) Working Conditions</p> <p>Some lone working may be necessary. Possible exposure to human waste and/or other bodily fluids. Work within units, which by their nature can be very warm and required to work outdoors in all weathers.</p>		
	<p>d) Work Context</p> <p>Post holder will be at some risk working with cleaning materials\chemicals and equipment, may be at risk of abuse and aggression from trespassers, service users and animals.</p>		
<p>9.</p>	<p>KNOWLEDGE AND SKILLS</p> <p>Have a clear understanding of the cleaning standards required by the Units. The post holder must have in depth understanding of the Health and Safety Policy. Safe working methods to be used in accordance with COSHH assessments for hazardous substances. Understanding of Provision and Use of Work Equipment Regulation Knowledge of intruder alarms/CCTV and heating systems. Experience of staff supervision</p>		
<p>10.</p>	<p>GENERAL</p>		
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>			
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>			
<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
<p>Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George. Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.</p>			

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title Caretaker Primary School Staff	JEM Reference No. 01-188
Directorate Schools	Evaluation Date 30/5/07
Service Generic	

FACTORS:	LEVEL	POINTS
Management of People	2(up to five)	28
Dispersal		
Creativity and Innovation	2	40
Contacts and Relationships	2	38
Decisions Discretion	2	36
Consequences	2	24
Resources	4	40
Work Environment Work Demands	2	16
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
Knowledge and Skills	3	112
TOTAL POINTS		374
GRADE		Grade 5

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project