

CESHIRE WEST AND CHESTER COUNCIL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Caretaker (no staff)

REFERENCE: AAAE5002A

GRADE: 3

RESPONSIBLE TO:

JOB PURPOSE

Maintain the security of the premises and its contents; including being a registered key holder.

Ensure that the lighting and heating systems are in good working condition.

Carry out cleaning of designated areas.

Undertake minor repair and portorage duties.

PRINCIPAL RESPONSIBILITIES

- 1 Maintain the school building, including effecting minor repairs and improvements and general maintenance tasks to ensure that the school and site are maintained in satisfactory condition that meets required standards.
- 2 Monitor and operate the engineering systems (ie, heating, etc) and advise Line Manager of any faults in order to ensure the most economical use of fuel and water.
- 3 Liaise with contractors engaged by school and monitor their work (if directed by Line Manager) to ensure specified standards are achieved.
- 4 Operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.
- 5 Maintain Health and Safety standards, reporting to Line Manager any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and Safety Regulations.
- 6 Carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.

- 7 Maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
- 8 Carry out banking duties as required by the school.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.