

# Newly Created & Evaluated Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	30S	<b>Role Title</b>	Caretaker Level 1
<b>Grade</b>	S3	<b>Reports to (role title)</b>	Senior Administrator/Premises Manager/Headteacher
<b>JE Band</b>	114-134	<b>School</b>	
		<b>Date Role Profile was created</b>	Feb-18

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>Provide a security and caretaking service to the school to minimise risks to the health and safety of those using the school site, and to limit the possibility of damage to the school premises and loss of property through theft outside normal school hours.</p> <p>Key deliverables include:</p> <ul style="list-style-type: none"> <li>• Keep the site clean and tidy to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning;</li> <li>• Contribute to maintaining the site in a good state of repair and maintaining heating and lighting, to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning;</li> <li>• Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents, and provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations;</li> <li>• Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed;</li> <li>• Maintain monitoring procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary cleaning and maintenance supplies.</li> </ul>
<b>Work Context</b>	School to provide context which could cover the physical environment, problem faced in terms of any particular demands or challenges. It can also describe the type of school it is, where it is situated, size, age group etc.
<b>Line management responsibility</b> if applicable	
<b>Budget responsibility</b> if applicable	

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Service delivery</p> <ul style="list-style-type: none"> <li>• Carry out routine tasks such as cleaning, maintaining supplies of materials and equipment.</li> <li>• Carry out minor repair and/or maintenance duties.</li> <li>• Where necessary ensure security of the site.</li> </ul> <p>Planning and Organising</p> <ul style="list-style-type: none"> <li>• Plan own set tasks within the day.</li> <li>• Ensure materials and equipment are available as and when required.</li> <li>• May be required to deputise for supervisor.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Answer simple queries politely and refer others.</li> <li>• Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor.</li> <li>• Receive visitors, workmen and contractors in a courteous manner, to promote a positive image of the site.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy.</li> <li>• Able to work towards Vocational Qualifications Level 1 or equivalent experience in relevant field.</li> <li>• Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity.</li> <li>• Ability to operate basic equipment.</li> <li>• Basic IT skills.</li> <li>• Good listening skills and enthusiasm to learn.</li> <li>• Accuracy and ability to follow instructions.</li> <li>• Able to exchange basic information verbally or in writing.</li> <li>• May be required to undertake manual handling and physically demanding work.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p style="background-color: yellow;"> </p>
<p><b>Role Summary</b></p>	<p>Roles at this level carry out operational duties in a defined area using powered tools and equipment in the provision of an operational service. They perform a limited range of well-established routines within basic procedures under supervision. They are generally practical roles but require some previous work experience. The work is typically to daily deadlines; some organising of their own workload may be required but timescales will be hour-to-hour and day-to-day. The nature of planning in these roles is timing and sequencing of tasks to meet deadlines.</p>