



POST DETAILS

Job Title:	Caretaker/Cleaner
Grade:	G
Directly Responsible To:	Estates Manager / Cleaning Supervisor
Hours of Duty:	21 hours per week/ 38 weeks per year (Term time) 09:30 – 15:00 Mon, 10:30 – 15:00 Tuesday - Friday

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are conditional and subject to an enhanced DBS disclosure and satisfactory references.

Purpose of the job:

To pro-actively care of the school site, the building, furniture, fittings and equipment to ensure a satisfactory and safe physical environment and to promote the efficient use of the School's assets.

Working relationships:	Site Staff Cleaning Staff Office Admin Staff
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Caretaking

- Porterage duties, take delivery of items move them within the school as required without direct instruction.
- Assist in the preparation of the school premises for events, reception of visitors, and car parking as required.
- Assist with minor/simple maintenance.
- Report major items for repair to the Estates Manager.
- Collect and assemble waste for collection.
- Ensure that pathways and that they are gritted or salted when required during wintry conditions.
- Carry out general caretaking duties as required by the Estates Manager.

Cleaning

- Ensure that satisfactory levels of cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, gullies, car parks, playing fields and gardens and other external surface areas are kept free of litter and empty bins as necessary.
- Undertake cleaning duties, including the removal of graffiti, litter picking and to clean sickness and spillages as required.
- Deep clean refuge points throughout the premises as needed.
- Monitor stock levels and inform the Cleaning Supervisor of requirements.

11-18 Academy | Headteacher: Mr S P Beeley

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Lunchtime Organiser

- Supervise and ensure the safety of students during lunchtime.
- Assist in the cleaning of the dining area during after lunchtime service.

- To carry out all duties with due regard to confidentiality and data protection regulations.
- The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children.
- To undertake such additional duties as are reasonably commensurate with the level of this post.

Person Specification for Caretaker

Experience:	Experience in cleanliness and hygiene is essential. Experience in DIY/practical skills is essential. Experience in caretaking or a related field is desirable, but not essential. Experience in dealing with contractors is desirable, but not essential.
Qualifications or Training:	Basic literacy and numeracy skills are essential. A GCE, GCSE, NVQ or similar qualification is desirable.
Practical Skills:	Excellent practical/DIY skills are essential.
Personal Qualities & Attributes:	Can self-motivate and think for themselves. Shows initiative, needs little supervision. Able to plan and organise a work routine. Is well-organised – can prioritise a number of jobs. Able to work as a member of a team. Has flexibility – can work full days for special events Be prepared to take part in appropriate training Observant – notices what needs to be done Deals with health and safety issues first and promptly Efficient Knows the mission and priorities of the school and supports these in his/her work. Lively and enthusiastic Clean and well-presented Confident to deal with visitors Confident to deal with contractors on site Honest with integrity Remains cool under pressure Has high standards Cheerful/respectful disposition