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| **https://cwa.durhamlearning.net/owa/attachment.ashx?id=RgAAAAD1SnqwJmeRQJoVqp2eP5gSBwAG%2bKq17h9HRbLgX5jI4k5LAAiMDkO%2bAADErzmKyt6HSa9Fl1YOiTxbAUIYaYRGAAAJ&attcnt=1&attid0=EACRGcMXqHJTR72UR4Zwz85q**https://cwa.durhamlearning.net/owa/attachment.ashx?id=RgAAAAD1SnqwJmeRQJoVqp2eP5gSBwAG%2bKq17h9HRbLgX5jI4k5LAAiMDkO%2bAADErzmKyt6HSa9Fl1YOiTxbAUIYaYRGAAAJ&attcnt=1&attid0=EACRGcMXqHJTR72UR4Zwz85q | **Tudhoe Learning Trust** |

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| **JOB DESCRIPTION** |

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| **Job Title:** | Caretaker |
| **Responsible to:** | The Head Teacher |
| **Place of Work:** | Dene House Primary School |
| **Hours:** | 15 hours per week part-time/whole-time (6.45am to 9.45am Monday-Friday) |
| **Salary:** | Grade 4 SCP 5-8 £24,790 – £25,992 pro rata for part-time working |

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| **Job Summary** |
| The Caretaker is responsible for ensuring the safety, security, and maintenance of the school premises during the morning hours. This role involves unlocking and opening the school, conducting safety checks, and performing general maintenance duties to provide a safe and welcoming environment for students, staff, and visitors. |
| **Duties and Responsibilities** |
| Main Duties include but are not limited to:  **Security and Access:**   * + Unlock and open the school premises each morning.   + Monitor security alarms and liaise with security services as needed.   + Manage access for staff and contractors.   **Site Safety and Maintenance:**   * + Conduct daily inspections of the school grounds to identify and address potential safety hazards.   + Perform routine maintenance tasks such as minor repairs, painting, and plumbing.   + Oversee the maintenance of heating, lighting, and ventilation systems.   + Ensure pathways and entrances are clear of debris, snow, and ice.   **Health and Safety Compliance:**   * + Conduct regular health and safety checks and maintain records.   + Ensure compliance with fire safety regulations, including regular fire drills and equipment checks.   **Grounds Maintenance:**   * + Oversee the upkeep of school grounds   + Ensure all outdoor equipment is safe and in good working order.   **Event Support:**   * + Assist with the setup of school events and assemblies.   + Provide logistical support for school functions, including moving furniture and equipment.   **Additional Duties**   * Coordinate with external contractors for specialised cleaning tasks. * Maintain accurate records of cleaning activities and report to the Headteacher |

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| **PERSON SPECIFICATION – Caretaker** |

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| **Category** | **Essential** | **Desirable** | **Assessment** |
| **Education, Qualifications and Training** | Literacy and numeracy skills.  Manual Handling  Basic IT skills | Recognised safety qualification | Application  Application/  Interview  Application/  Interview |
| **Experience** | Experience in a similar practical role  Basic skills in plumbing, painting and general maintenance.  Knowledge of Health and Safety | Experience of working in an education setting | Application / Interview  Application/  Interview  Application/  Interview |
| **Attitudes and Abilities** | Self-motivated with initiative  Demonstrates a flexible attitude  Deal with Health & Safety issues promptly |  | Interview / Application  References |
| **Personal Attributes** | Well organised and methodical approach to work  Observant with good attention to detail  Desire to deliver a high-quality service  Flexible in response to the changing demands of the post  Able to work to work at height, manage some lifting and carrying  Willingness to take personal responsibility for standards of work  Work independently  Model acceptable behaviour |  | Interview |
| **Working Arrangements** | Part time all year round. |  | Interview/ Application Form |