



June 2015

1. JOB IDENTITY

Post Title:	School Caretaker	Service:	Education and Children's Services
Section:	Community School Network	Grade:	Technician B
Reports to:	Supervisory Janitor		

2. JOB PURPOSE

- Undertake caretaker services to schools and buildings within a Community School Network

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Ensure the provision of an effective caretaker service
- Open and close establishments and provide a security service to educational establishments and other buildings
- Ensure operation of heating plant and lighting system
- Monitor and undertake cleaning services
- Undertake portage duties
- Assist in the fulfilment of health and safety responsibilities within the establishment
- Provide general support services
- Undertake pool plant duties, where necessary, in individual locations, (specific training will be provided)

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
- Desirable:**
- First Aid Certificate

5. EXPERIENCE

- Desirable:**
- Previous experience in a similar role
 - Previous experience of dealing with the public, including young children

6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to travel
 - Ability to work on own initiative, working unsupervised and within a team
 - Ability to undertake heavy lifting and handling
 - Good communication and organisational skills
- Desirable:**
- Knowledge of building utilities and operational systems

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post