

SCHOOLS' FRAMEWORK

GENERIC JOB EVALUATION BASIC ROLE PROFILES

Service:	Premises and Facility Management
Job Title:	Caretaker
Job Family / Level:	Service Delivery
Score:	
Role Purpose:	Under the instructions / guidance of appropriate senior staff – provide maintenance and security services on school sites and premises. This role profile applies mainly to smaller schools where the caretaker may work alone on basic caretaking and cleaning activities or where the caretaker supervises cleaning staff. More complex site and building matters would be referred to the caretaker's line manager.
Decision Making Responsibilities:	<ul style="list-style-type: none"> • Responsibility for locking and unlocking school buildings and areas. • Responsibility for security checks and identifying security risks and health and safety checks. • Responsibility for the operation and responding to alarm systems. • Responsible to emergency access to the school. • Responsibility for operation and maintenance of heating and lighting systems at school. • Responsibility for identification of defects and recording of repairs and maintenance needs.
Accountability:	Plans own or others (where applicable) daily schedule.