JOB DESCRIPTION
FALKLAND ISLANDS GOVERNMENT

Department:	Education	**Section:**	IJS & Camp Education
Job Title:	School Caretaker	**Job Code:**	259 H01
Grade:	G	**Immediate Supervisor:**	Headteacher

Job Purpose:

To be the caretaker and crossing warden for the Infant Junior School and Camp Education.

Main Accountabilities:

- To plan, prioritise and carry out maintenance work at the Infant Junior School and Camp Education to ensure that the buildings, equipment and grounds are maintained in the best possible order and provide a safe and welcoming environment.
- To liaise with other Government Departments, especially Public Works Department, to ensure that more advanced maintenance of buildings and grounds at IJS&CE is planned and carried out.
- To be a key holder of the IJS&CE and responsible for access and security.
- To conduct children across the zebra crossing at times specified by the Head Teacher in order to ensure the safety of the children
- To monitor the cleaning of the premises; and to ensure that the premises are litter free, including drains, gullies and gutters
- To carry out all reasonable duties assigned by the Headteacher.

Additional Information:

The immediate supervisor for this post is the Headteacher of the Infant/Junior School and, in her absence, the Deputy Head.

The post holder will supervise the road crossing every day during school terms for 15 minutes before school starts; at the beginning of lunch time; at the end of lunchtime and at the end of the school day

Training relating to child protection will be provided. Post holders will be expected to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Criminal Record Checks - This post is regarded as a sensitive post
All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Knowledge/skills/experience/qualifications required for the job:

Education and Training:

Essential:

- Literate and Numerate

Desirable:

- Qualification in a relevant subject.
- Evidence of relevant practical experience.

Skills and Experience:

Essential:

- Knowledge and experience of basic, plumbing, carpentry, electrical and handyperson skills.
- A natural aptitude for using hand tools.
- Current valid driving licence.
- Able to demonstrate high regard for health and safety for all users and experience in the use of personal protective equipment.
- Good prioritisation and organisational skills, with the ability to use their initiative to work under minimal supervision and manage own workload.
- Ability to understand and follow verbal and written instructions in English.

Desirable:

- A knowledge and understanding of support services in PWD.

Personal Attributes

Essential:

- Can demonstrate ability to be responsible, calm, level headed, conscientious and flexible.
- Physically able to carry out all aspects of the position.
- Pleasant, caring approach to children.
- Ability to work flexible hours required by the position, i.e. to carry out access and security duties.
- Willingness to respond to call-out after school hours.
- Polite, tactful, articulate and confident approach.
- Thorough approach to any work-related tasks required.
- An understanding of the needs of others working within the building.

Post last evaluated: December 1996 Last Revised: 22nd May 2013