

JOB DESCRIPTION

Job Title: Caretaker

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The post holder will report to the School Business Manager

MAIN DUTIES AND RESPONSIBILITIES

- Carry out daily locking and unlocking of premises and gates.
- Ensure school grounds and hard areas remain tidy and safe at all times, carry out daily checks and record outcome.
- Ensure gutters are cleaned, area litter free, no debris or unsafe external equipment.
- Requisition of caretaking and cleaning supplies within budget limits. Store safely. Check and record their delivery.
- Replenish and stock soap, toilet rolls, paper towels, and such other items as required by the school.
- Routinely check the operation of the fire alarm and fire doors. Routinely check fire exits and extinguishers.
- Organise fire drill termly and record the outcome.
- Organise emergency lighting inspections on a regular basis and record and report the outcomes.
- Organise water-testing inspections on a regular basis and record and report the outcomes.
- Organise all PAT testing for all electrical equipment in the school and keep appropriate records.
- Oversee and manage the cleaning of the premises, liaising with the SBM on contracts. Communicate regularly on the service level agreement.
- Oversee and manage all planned maintenance and development programmes, which relate to the premises management e.g. major building works in school holidays, ongoing management of security management and site management.
- Ensure waste disposal and recycling managed weekly.
- Ensure areas around the school site are made safe during snow or icy conditions.
- Ensure an adequate supply of salt at all times.
- Undertake any necessary action as directed by the Headteacher in the event of bad weather or emergency.
- Manage all premises related aspects of H&S, ensuring we are compliant and prepared fully for the H&S assessments.
- Complete all risk assessments relating to the role, as required.
- Be a “key holder” responsible for security and arrange access to the site.
- Respond when available to any call from emergency services as principal (but not sole) key holder.
- Attend relevant and appropriate training e.g. lifting, fire extinguisher course, Legionnaires etc.
- Oversee all contractors when they are on site. Direct building contractors to the site of the repair and maintenance works verify what contractors have attended and note the completion of the tasks for which they were hired. Ensure the relevant statutory paperwork is obtained for external parties.
- Detect and report building defects to the Headteacher.
- To carry out regular safety checks and inspection of school minibus, including maintenance of fluid levels, tyre pressures and cleanliness of instruments and exterior windows.
- Undertake minor repairs within your level of competence allowing for caretaking priorities, paying special attention to health and safety guidelines.
- Arrange and/or carry out the movement of furniture, deliveries and equipment within the site.

- Regular feedback to SBM on all areas of work responsibilities and progress.
- Liaise with back up personnel, ensuring all cover in place in time of planned absence with no adverse effects.
- Complete a programme of painting and decorating to keep the interior of the school in good order.
- Take responsibility for various out of hours lettings on the evenings and weekends if the school requires this.
- Undertake any other duties which reasonably fall within the post and as requested by the Headteacher, SBM or Teachers.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity
- Comply with school health and safety policies, procedures and rules.
- Focus on Safeguarding and Ofsted requirements.
- This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION		Essential/ Desirable
Experience		
GCSE grade C in English, Maths and ICT or equivalent		Essential
Previous experience of carrying out minor repairs and maintenance		Essential
Knowledge and experience of health and safety requirements		Desirable
Knowledge and understanding		
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities		Essential
Skills and abilities		
Ability to establish and develop positive relationships with all staff and visitors		Essential
Sound communication skills		Essential
DIY skills		Essential
Work-related personal qualities		
Confident, patient and tactful approach to staff enquiries and complaints		Essential
Flexible and approachable		Essential
Resilient under pressure		Essential
Other work-related requirements		
Committed to undertake work related training when required		Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.		Essential