



Job Description and Person Specification for Caretaker

Post Held: Caretaker

Hours: Full Time – 37 hours per week, on a rota basis covering the hours of 07:00 to 19:00

Salary: Bucks Pay 2 - £26,522 to £28,742 per annum

Holidays: 22 days holiday plus bank holidays per annum

Responsible to: Business Support Manager

MAIN PURPOSE OF THE POST

To provide a welcoming, safe and clean environment for users of the school buildings and grounds; security duties as directed on school premises and site.

This post will be working alongside other Caretakers and the lists below are indicative of the role.

SPECIFIC RESPONSIBILITIES

SECURITY

- Maintain the security of the school premises by locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches
- To act as one of main keyholders for the school on call-outs, which may be outside of normal working hours and provide access to the school site out of school hours as requested.
- To be responsible for the security of the premises, liaising with the Local Authority, Police and other emergency services as necessary, in conjunction with the BSM
- To ensure the checking, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the BSM/Headteacher on all security matters
- To be aware of all out of hours activities and letting at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings

PREMISES & SITE DUTIES

- Take reasonable action to keep drains, downspouts, waste pipes etc, clean and clear of minor blockages that are clearly visible
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves
- Operate the heating and lighting systems, ensuring efficient use of resources
- Ensure all burst pipes, leakages, floods, fires or breakages are dealt with promptly and appropriately
- Take energy readings on a monthly basis

Our School Values are; Perseverance, Respect, Inclusion, Honesty, Responsibility and Collaboration

- Ensure the school is kept clean and tidy and is conducive to learning, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- Ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- Ensure the main school hall floors are kept clean and polished
- Ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- Undertake repairs and DIY projects
- General portering duties including movement of furniture and equipment within the school
- Ensure that orders received into school are delivered to the appropriate area / person as necessary in a timely manner
- Ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded
- Ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- Maintaining stage and drama equipment, including stage lighting
- Ensure PAT & FAT testing is completed and keep accurate records
- Ensuring all indoor and outdoor plants are adequately watered during school closure periods
- Undertaking minor window cleaning as required
- Collecting and disposal of all waste, refuse and surplus materials
- Clearing up bodily fluids after accidents adhering to health & safety procedures
- Monitoring the performance of the cleaning and grounds maintenance contractors and informing the BSM of any ongoing concerns
- working with the BSM, overseeing new building and refurbishment programmes and acting as a point of liaison between contractors and the school
- Carrying out regular checks and inspections of the premises, equipment and grounds keeping accurate records where appropriate
- Welcome contractors on site
- Liaise with BSM about the school's requirements of contractors and report any problems at the first opportunity
- Report any need for repair or maintenance work to the BSM

HEALTH & SAFETY

- To assist the BSM with the implementation of Health & Safety policy and procedure
- To provide safe access to the school in the event of snow, ice or flooding
- Carry out and record regular health and safety checks relating to legionnaire testing, playground equipment, hazards around school and potential unsafe practices and report findings to the BSM
- To lead on COSHH within the school and ensure training and documentation is up to date listing all hazardous substances and location
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- Supervision of car parking for staff and visitors and ensuring that appropriate access arrangements are in place for delivery and service vehicles
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

ADMINISTRATION

- Keeping appropriate records, ensuring that they are available for inspection and provide returns, as required, to the Headteacher, Governors and Local Authority
- To place orders for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the BSM
- To maintain a log of all inspections and checks carried out
- To maintain a log of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available.
- To have specific skills in either trade or Health and Safety eg plumbing, carpentry, IOSH
- To play an active role in the life of school.
- To undertake Health and Safety Training on areas within your remit.
- To have set hours of work but be flexible in these according to the needs of the schools as is such required.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

As part of this role it may be necessary to carry out any other duties which may reasonably be required by the Headteacher or other members of the Senior Leadership Team.

Person specification

CRITERIA	ESSENTIAL	DESIRABLE
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<p>Qualifications</p>		<ul style="list-style-type: none"> • Trade qualifications eg Plumbing, Electrics, building, Grounds • IOSH • Any other qualifications relevant to post • Willingness to undertake further training
<p>Experience</p>	<ul style="list-style-type: none"> • Caretaking • Building maintenance • Security, including alarm systems • Some DIY • Working in a team 	<ul style="list-style-type: none"> • Cleaning work • Health and Safety • Supervising a small team of staff • In depth knowledge of DIY
<p>Skills and knowledge</p>	<ul style="list-style-type: none"> • Ability to work flexibly, independently and as part of a team • Basic DIY skills • Basic IT knowledge 	<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • Ability to plan, organise and prioritise • Use of electronic job ticketing systems
<p>Personal qualities & attributes</p>	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Able to work flexibly and out of school hours as required 	<ul style="list-style-type: none"> • Deals with difficult situations effectively • Embraces change well
<p>Physical requirements</p>	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out manual handling and lifting • Be willing to work in all weather conditions – clothing will be supplied 	<ul style="list-style-type: none"> • Able to carry out work at high levels using appropriate equipment if/when required • Able to use Garden machinery like ride on mowers and brush cutters