



NAME OF EMPLOYEE

SALARY

Grade C1/C2

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**JOB DESCRIPTION** – effective from date of agreement

**1.0 JOB TITLE**                      **Caretaker**

**2.0 JOB PURPOSE**

- 2.1     To provide general site support for the school building/facilities as directed by the Caretaking Coordinator and/or Senior Operations staff.
- 2.2     To maintain the school buildings' quality environment for all users of the school site.
- 2.3     To maintain high standards in all areas of work.
- 2.4     To support the ethos, aims and objectives of the school.

**3.0 DUTIES AND RESPONSIBILITIES**

**Including but not limited to:**

- 3.1     To be responsible for the security of the school as directed by the Caretaking Coordinator, including the operation of security alarms, CCTV equipment and to respond as a point of contact for out of hours calls.
- 3.2     To be responsible for ensuring that buildings are opened and secured as required and that the buildings are checked for vandalism and break-ins; including holding keys for the site.
- 3.3     To regularly check the Caretaking Helpdesk and carry out tasks as when required, ensuring referrals are made to the Caretaking Coordinator and/or Senior Operations staff, as appropriate.
- 3.4     To identify and prioritise rectifying issues that affect health and safety or site security.
- 3.5     To assist the Caretaking Coordinator by liaising with service providers as appropriate to ensure tasks are completed safely and satisfactorily.
- 3.6     To assist the Caretaking Coordinator in maintaining adequate caretaking supplies and scheduling repairs and maintenance as required.
- 3.7     To assist the Caretaking Coordinator in ensuring that all work carried out on the Building/Facilities is in accordance with Health and Safety legislation.

- 3.8 To liaise with contractors carrying out work on the school site ensuring that all safeguarding and health and safety procedures are followed; e.g. signing in and out, supervision, DBS details, asbestos register review.
- 3.9 To carry out regular checks to maintain all fire alarms and firefighting equipment is in good working order.
- 3.10 To support the schools programme of PAT testing by undertaking relevant training and carrying out testing as per the schedule.
- 3.11 To maintain the school premises in a clean and litter free condition.
- 3.12 To liaise with external lettings to ensure all the required facilities are available.
- 3.13 General portorage of items around the school site e.g. deliver parcels, set up displays and move furniture.
- 3.14 To undertake pupil supervision duties to support the day-to-day operation of the school.
- 3.15 To work weekends and out of hours as and when required.
- 3.16 To ensure that members of the public using school facilities receive a courteous and welcoming service.
- 3.17 To carry out minor repairs and maintenance to buildings/grounds to include painting and decoration which are within the post holder's capability.
- 3.18 To carry out gardening duties as required.
- 3.19 To carry out administrative duties as required to support the job purpose.
- 3.20 To support the work of the site team by ensuring that appropriate and effective communication takes place within the team and within the school, negating any issues with shift working.
- 3.21 To act as a Fire Warden and First Aider for the school, carrying out all duties assigned in line with school procedures.
- 3.22 To deputise for the Caretaking Co-ordinator in their absence.

#### **4.0 GENERAL**

- 4.1 Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality, and data protection.
- 4.2 Participate in training, the appraisal process, meetings and other learning/development activities as required.
- 4.3 To adhere to the ethos of the school
  - 4.3.1 To promote the agreed vision and aims of the school
  - 4.3.2 To set an example of personal integrity and professionalism
- 4.4 To undertake any reasonable task requested by the Headteacher.
- 4.5 Such other duties as may be commensurate with the grade of the post in order to ensure the smooth running of the school.

#### **5.0 SUPERVISION**

- 5.1 SUPERVISING OFFICER

Caretaking Co-ordinator

5.2 LEVEL OF SUPERVISION

Plan own work to ensure the meeting of defined objectives

**6.0 REVIEW AND AMENDMENT**

This job description is not necessarily a comprehensive definition of the post and -may be subject to modification or amendment at any time after consultation with the holder of the post.

**7.0 COMPLAINTS**

If following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

Job Description issued by  
after consultation

\_\_\_\_\_  
(Signature of Headteacher)

Copy received by

\_\_\_\_\_  
(Signature of Employee)

Date

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