

Caretaker Job Description

Becket Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Job Title: Caretaker

Reporting to: Headteacher, School Business Manager

Overview

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Core purpose

- Security – open up and lock up.
- Minor and major maintenance, DIY.
- Operating heating, lighting etc.
- Various safety checks, HASAW, COSHH etc.
- Report major items for repair.
- Direct contractors on site to their place of work / job.
- Ensure there is sufficient toiletries on a day to day basis
- Water Hygiene Systems Monitoring and weekly fire alarm tests
- Heating controls management
- Maintenance of stock

Specific responsibilities

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
2. Act as the designated key holder for the school premises.
3. Identify and undertake appropriate repairs on a timely basis to maintain and improve the fabric of the school and to prevent any loss of learning time.
4. Provide access to the school as may reasonably be required outside normal hours of opening including access in the event of an emergency.
5. Undertake regular Health & Safety checks including water testing, temperature control and others and ensure all other statutory compliance checks are completed and recorded eg weekly fire alarm test, outdoor equipment inspections
6. Arrange emergency repairs.
7. Undertake regular site inspections, with follow up programmes of works. Conduct the annual boundary survey.
8. Collect and assemble waste for collection.
9. Arrange regular maintenance checks/annual inspections with Derby City Council.

10. Undertake basic plumbing and joinery as required.
- Undertake general site/school duties such as boarding up windows, sweeping and clearing of the school roof, painting and plastering, relaying slabs, patching of tarmac roads or paths. Gritting and clearing of snow and ice during inclement weather. Clearing leaves, stones etc on roadways, pathways and on the school fields. Ensure all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.
11. To organise and carry out decoration programmes and improvement work as agreed with the Headteacher.
12. Replenishment of toiletry items.
13. Clearing up after pupils who have been unwell.
14. Monitor stock and order supplies.
15. Undertake general porter duties, including moving furniture and equipment within the school
16. Coordinate deliveries to the School's site.
17. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.
18. Ensure the operation and maintenance of specialised equipment following training, for example sports equipment.
19. Monitor fire safety equipment and assist School leadership in carrying out fire drills.
20. Operate and respond to alarm systems where appropriate.
21. Facilitate lettings and carry out associated tasks, in line with local agreements.
22. Promote and ensure the health and safety of pupils, staff and visitors at all times.
23. Carry out procedures in the event of fire, flood, breaking and entering accident or major damage.

General

- Be familiar and comply with all relevant health and safety, operational, personnel, safeguarding, data protection GDPR and financial regulations, policies and procedures.
- Commitment to own continuous professional development.
- Willingness to work flexibly, sometimes outside of normal core hours, in response to service demands.
- Maintain the confidentiality of information acquired in the course of undertaking duties.

Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of other members of staff.

Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
Hold or are working towards a suitable relevant qualification		*
Commitment to undertake training	*	
Knowledge/experience of managing planned, preventative maintenance and compliance schedules	*	
Experience of managing capital projects/contractors	*	
Knowledge/experience of requirements within Health and Safety legislation, including Fire Safety, COSHH, Manual Handling, Asbestos Management and Legionella	*	
Practical skills in one or more of the following: plumbing, carpentry, painting and decorating, general building work		*
Experience of working within a school environment		*
Ability to follow and promote policies and procedures	*	
Excellent interpersonal skills and a track record of establishing and promoting effective working relationships	*	
Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively	*	
Customer focused attitude and proven ability to deliver service improvement and work to deadlines	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding schools' roles and responsibilities and your own position within these	*	
Commitment to Equal Opportunities	*	

Proactive, positive and resilient	*	