



JOB DESCRIPTION

JOB TITLE: Caretaker

DEPARTMENT / FACULTY: Site

REPORTS TO: Site Manager

SALARY: Grade 14

WORKING HOURS: 33.75 hours per week, Monday to Friday. Early shifts start 06:30am, late shifts finishes 7:00pm. Rota will be one week of late shifts and one week of early shifts. Will include some Saturdays on a rota basis which will be paid in addition to your salary.

WORKING WEEKS: All year round. Annual leave should be taken during the school academic holidays and agreed by the line-mange.

MAIN PURPOSE OF JOB

To ensure the safeguarding of students and make a significant contribution to their efforts to both 'enjoy and achieve'.

To assist Site Manager with duties as and when required and have a flexible work approach to cover absences.

To secure and maintain the school's buildings and furnishings to standards defined by the school and legal requirements. Provide the support service in respect of lettings.

MAIN RESPONSIBILITIES AND DUTIES

Site Security

Act as a keyholder for the school site, unlocking and securing all access and egress points at the start and end of every day the school is open.

Be on-call to respond to the school's security alarm at all times.

Take responsibility for ensuring all contractors are properly signed-in at the school office, and deal with any enquiries they may have.

Organisation and Maintenance

Ensure internal and external cleaning is carried out efficiently and to a high standard.

Ensuring gutters and drains are kept clear and free flowing.

Ensure the school's heating system and other services, e.g. floodlighting and surveillance systems, run correctly by undertaking regular maintenance checks.

Ensure all lights are switched on and off at the start and end of every day the school is in use, and carry out necessary maintenance, e.g. changing bulbs.

Safely operate and maintain all machinery and equipment in accordance with the manufacturer's instructions.

Maintain tidy and organised workspaces and storage areas.

Ensure processes are in place for reporting problems relating to the school site and buildings.

Preparing the school premises and site for after school activities, e.g. functions and events, and ensuring the premises is cleaned afterwards.

Ensuring the safe and secure storage of all toxic and flammable substances.

Support staff members as requested, e.g. in relation to manual handling and operating machinery and equipment.

Organise and liaise with contractors to ensure any large maintenance work and repairs can be carried out suitably.

Undertake portering duties, e.g. moving deliveries to the intended departments, recycling paper and confidential waste and moving furniture.

Promote and adhere to recycling and environmental initiatives set up by the school and local council.

Ensure safe working standards are observed at all times, and adhere to and promote the school's policy and procedures in relation to health and safety.

Respond to fire alarms and carry out fire safety checks in collaboration with the fire safety officer.

Maintain a smart appearance at all times, acting as an ambassador for the school and setting a good example for students.

Keep up-to-date records relating to health and safety, fire safety and any evacuation procedures that have been carried out.

Other duties.

Ensure adequate risk assessments are undertaken and help to review these where necessary.

Follow the school's procedures relating to manual handling and lone working.

Ensure all hirers follow the school's lettings policy and procedures while using the school site.

Ensure the school's safeguarding procedures are followed.

Ensure a safe working environment to ensure compliance with health and safety, including appropriate risk assessments.

CONTACTS AND RELATIONSHIPS

Liaises proactively and positively with external agencies and stakeholders, including governors, parents, consultants, local schools and colleges, promoting the school in a positive light and secure the best outcomes for the students of the school.

Read and understand other relevant policies, e.g. the **Child Protection and Safeguarding Policy, Data Protection Policy and Health and Safety Policy**, and ensure that their procedures are adhered to.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder..... **Date:**.....

Line Manager..... **Date:**.....

Headteacher..... **Date:**.....

	ESSENTIAL	DESIRABLE
Qualifications and training		<p><i>The successful candidate will hold:</i></p> <ul style="list-style-type: none"> • A relevant qualification, e.g. in plumbing or grounds maintenance. • An up-to-date qualification in First Aid • A full UK driving licence
Experience	<p><i>The successful candidate will have experience of:</i></p> <ul style="list-style-type: none"> • Working in a trade or maintenance • Working within a school environment. • Working within the requirements of legislation, e.g. the Health and Safety at Work etc. Act 1974. 	<ul style="list-style-type: none"> • Working in accordance with school policy and procedures. • Promoting students' welfare and education.
Knowledge & Skills	<p><i>The successful candidate will have:</i></p> <ul style="list-style-type: none"> • Basic ICT skills. • Good English and maths skills. 	<ul style="list-style-type: none"> • A grasp of, and be able to implement, statutory requirements pertaining to education, e.g. relating to safeguarding principles.
Personal Qualities	<p><i>The successful candidate will have:</i></p> <p>The ability to work independently and as part of a team.</p> <p>A positive attitude to work.</p> <p>A good attendance and punctuality record.</p> <p>Excellent time management and organisational skills.</p> <p>High expectations of self and professional standards.</p> <p>The ability to maintain successful working relationships with other colleagues.</p> <p>A willingness to work outside of the timetabled day, where necessary.</p> <p>High levels of drive, energy and integrity.</p> <p><i>The successful candidate will be:</i></p> <p>Able to promote good behaviour consistently.</p> <p>Able to plan and take control of situations.</p> <p>Committed to contributing to the wider school and its community.</p> <p>Capable of handling a demanding workload and be able to successfully prioritise work.</p>	<p>An enhanced DBS certificate and barred list check.</p>