

## Job Description

<b>Title of post</b>	Caretaker
<b>Salary</b>	Grade C/D SCP 4-6
<b>Hours of work</b>	37 hours (all year round)
<b>Line manager and responsible for reviews</b>	Estates Manager & Executive Business Managers

### Purpose of the Post

To work as directed by the Estates Manager and SBM's, to be responsible for the maintenance, security and facilities management service on School site and premises and provide specialist support in a specific resource area and be responsible for the maintenance of a clean and hygienic school.

- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupil's staff & visitors at all times

### Main Duties/Responsibilities

#### Security

- Lock/unlock school buildings
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Liaise with police, security and surveillance contractors, as well as alarm call outs
- Provide emergency access to the school

#### Operational Duties

- Ensure the schools are kept secure and respond to emergency call outs outside normal working hours.
- Locking and unlocking of buildings and gates at pre-determined times.
- Ensure the heating and other general services run smoothly and regular maintenance checks are completed.
- Ensure the schools have a clean and litter-free environment.
- Ensure the cleaning (internal and external) in the schools are performed efficiently and to a high-quality standard, and your own designated cleaning duties are fulfilled, including specialist cleaning e.g buffering floors
- Carry out portering duties, including portering deliveries / stock, recycling paper and confidential waste, moving furniture, disposing of waste.
- Receive deliveries to the site.
- Maintain school buildings, decorating, fabric, fixtures, fittings and furniture and carry out minor repairs as required.

- Coordinate deliveries to the school site
- To organise and / or personally undertake the removal of snow and other obstructions from entrances, steps, access pathways, car parks, playgrounds etc; in order to ensure the safe entry and exit to school premises for all.
- Assist with general cleaning duties, including during the absence of existing cleaning staff.
- To assist with the evacuation and search of the school premises as required liaising with Headteachers, Business Manager and other relevant agencies at all times.

### **Resource Management, buildings and infrastructure**

- Participate in the training, development and performance management processes within the school
- Order relevant equipment and products, manage stock levels and store safely and securely (
- Carry out informal risk assessments on buildings to identify faults/hazards.
- Carry out utility meter readings as required.

### **Systems and Information**

- Carry out routine administrative tasks associated with the responsibilities of the post.
- Responsible for completing assigned activities on the 'Every' compliance system.

### **Safeguarding and Data Protection**

- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality, and data protection, reporting all concerns to the business manager.

### **Health and Safety**

- Ensure health and safety standards are maintained, and the NSAT procedures adhered to.
- Carry out weekly and monthly monitoring checks e.g., fire alarm, asbestos, and legionella, play equipment checks.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.

### **Other**

- Work outside of 'normal' operating hours to support with parents evening, end of year performances etc (paid as additional hours).
- Recognise the need to respond flexibly to changing demands and circumstances. (Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation).
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in regular meetings as required



### **Intermediate Threshold Fluency Duty Required:**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimum effort.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*