



The purpose of the job is to

- Take care of the security and maintenance of school buildings

Duties and responsibilities

- Undertake routine maintenance and refurbishment of school premises, fixtures, and fittings
- Act as a joint key holder for the school, always ensuring security, including the operation of alarms
- Open buildings and prepare rooms for lettings or school events
- Collect and dispose of all rubbish and ensure the school buildings and grounds are free of litter and graffiti
- In winter especially, ensure that access roads, pavements, steps, and playgrounds are always safe to use
- Maintain the security of the ground's maintenance machinery, tools equipment and stock
- Carry out basic maintenance of equipment and liaise with school management on major problems
- Undertake efficient operation of the heating system and ensure it is in good working order
- Ensure adequate stocks of tools, equipment, and materials necessary for the upkeep of the school premises and report requirements for additional stock to school management
- Maintain school grounds including sweeping, weeding, and trimming hedges
- Clean when necessary, including window cleaning, scrubbing / hosing down paved areas, and cleaning walls
- Assist with occasional gardening duties
- Empty external bins and dispose of rubbish

Supervision and management

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits

Resources

The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources

Working environment

The job holder is constantly standing and walking, manual handling tasks will be involved. Some of the work is undertaken outside. The job holder will interact with children and may also come into contact with parents or other visitors to the school

Communication

- Communicate effectively with children, staff and Senior Leadership
- Make and maintain strong relations with representatives of other agencies e.g., plumbers, electricians, builders

Health and safety

- Promote the safety and wellbeing of all adults and children on site
- Maintain a safe learning environment by managing behaviour effectively in accordance with the Trust's behaviour policy

Professional development

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)

Job Description – Caretaker



- Complete regular (at least annual) training on subjects including safeguarding, working at height, and COSHH
- Take part in further training and development to continually improve
- Keep abreast of initiatives and developments in education, especially those relevant to the duties and responsibilities of the post

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality

The post holder will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.