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**Old Buckenham Primary School**

**JOB DESCRIPTION**

**CARETAKER**

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| **Line Manager:** | Headteacher - Helen Mitchell |
| **Salary:** | **Scale Point 3 – 4 of the SET Support Staff Salary Scale:**  **£18,562 – £18,933 FTE per annum** |

Old Buckenham Primary School & Nursery is a member of the Sapientia Education Trust (SET).

On initial appointment, the successful candidate will be required to complete a six month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all College support staff are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Caretaker are:

* Understands and complies with Health & Safety Regulations;
* Proficient in the technical aspects of the post;
* Able to work with minimum supervision;
* Punctual and reliable worker.

The qualifications and previous experience required for a Caretaker are:

* A good level of literacy and numeracy;
* A sound track record of work in a relevant area of construction or maintenance.

**JOB SPECIFICATION**

**General Responsibilities**

The School Caretaker is responsible to the Headteacher and is responsible for pro-actively managing the security, care and availability of the school site, the building, furniture, fittings and equipment to ensure a satisfactory and safe physical environment and to promote the efficient use of the School’s assets.

The post-holder will be required to comply with the Sapientia Education Trust Code of Conduct for Staff and Volunteers.

Old Buckenham Primary School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. He/She must ensure confidential or sensitive material is handled appropriately and accurately.

All duties must be carried out in accordance with relevant Health and Safety instructions and the Norfolk County Council Caretakers Code of Practice

The post-holder shall participate in the College’s programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Main responsibilities**:

* Undertake the open up and lock up and maintain security procedures
* Act as a key holder and deal with minor security/safety issues
* Monitor standards of cleaning, undertake cleaning and supervision of cleaners
* Prepare the school site, premises, rooms and work areas; this includes operation of the school heating and lighting
* Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
* Undertake basic DIY to the level of a competent handyman
* Report major items for repair to the Headteacher
* Interact with staff, parents, pupils and visitors in a helpful and sensitive manner
* Meet, brief and oversee contractors and deliveries
* Monitor stock levels and inform line manager of requirements
* Have knowledge and awareness of health and safety practices and policies, have an understanding of COSHH regulations, maintain records where required
* Be willing to undertake training relevant to the role
* In conjunction with the Headteacher and Administrator to attend meetings with the School’s Property Maintenance Adviser and prepare schedules of planned and reactive maintenance works.

**Job activities**

**Site and Security**

* Operate routine security arrangements to prevent/deter unauthorised access to the site and
* buildings and to minimise theft and vandalism. Maintain a register of keys issued on the
* instructions of the Headteacher.
* Request unauthorised users of the site to leave, calling for the assistance of the police if
* necessary.
* Mornings - Unlocking of gates and entrance doors, disabling alarm and checking as far as
* possible that the premises have not been disturbed. Switching on of lights and opening of windows as might be required.
* Ensuring that the heating system is operating. Ensuring that access to the premises is safe and free from hazards (e.g. ice, slippery leaves).
* Evenings - Walking around premises, checking that windows are closed, lights and
* appliances switched off and internal doors locked, as might be required. Locking of external
* doors and gates, setting of alarm system
* Provide such access to the school as may reasonably be required outside the normal hours
* of opening, including access in the event of an emergency.
* Undertake weekly testing of fire alarm, emergency lighting and sprinkler systems on a rolling
* schedule.

**Preparing facilities and cleaning.**

* Clean school halls and a designated area daily
* Laying out of furniture and equipment for meetings as laid out in weekly diary and/or
* moving of these within the school.
* Prepare school hall and rooms for daytime, evening and weekend use and activities,
* including setting out of furniture, clearing and cleaning up after these activities, within the
* normal hours of work, including lettings and community use in these hours.
* Take delivery of items; move them within the school as required.
* Carry out procedures in the event of fire, flood, breaking and entering, accident or major
* damage.
* Ensure that all hard areas, grassed areas, beds, borders and grounds are free from litter and
* excessive accumulations of dirt and rubbish.
* Ensure that all external hard areas are free of slip and trip hazards including ice (gritting
* when needed) and leaves.
* Emptying of litter baskets and bins. Maintain health and safety of dustbin areas.
* Provide cleaning in the absence of cleaning staff.
* Ensure adequate stock of materials for cleaners
* Provide guidance and instruction to cleaners in all aspects of their work. During periods of
* school closures the cleaning work will include any special tasks that become necessary,
* including the use of step-ladders in accordance with the Authority’s guidelines and other
* non-routine cleaning.

**Maintenance and repairs**

* Carry out maintenance and repairs of property, fixtures, fittings, equipment and furniture,
* minor improvement jobs and internal decorating, where such work is within the capabilities
* of a competent handyperson
* Report to line manager, maintenance and repair work which is beyond the competence of
* caretaker
* Direct workmen and contractors to the site of repair and maintenance work, inspect the
* work of contractors where there is a requirement to sign a satisfaction note.
* Carry out routine procedures such as replace light bulbs, batteries, change clocks
* Ensure all caretaking (and where applicable, cleaning) equipment is in a safe clean and
* working condition.
* Ensure that all drains and gullies are free-flowing and clean.
* Operating the heating plant so that the required temperatures are maintained in the school
* premises and that an adequate supply of hot water is available**.**

**Monitoring work and team working**

* Monitor the use and stock of cleaning materials, request more when required.
* Monitor energy use and take steps to reduce energy use in consultation with Line Manager.
* Carry out normal supervisory duties of the cleaning team, monitor the standard of cleaning
* and deal with minor problems
* Health and safety
* Take appropriate remedial action or report working practices or unsafe conditions that may
* contravene the requirements of the Health and Safety at Work Act 1974 and the Fire
* Precautions Regulations.
* Check school site and premises regularly and ensure that all areas are safe and free from
* hazards, clear and grit paths and public areas when necessary.
* Carry out termly risk assessment/health and safety inspections with Line Manager and
* Governor Health and Safety representative. Attend to problems arising or contact relevant
* contractor.

As a term of your employment, you may reasonably be expected to perform duties of a similar or

related nature to those outlined in the job description.

**HOURS OF WORK**

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| Paid Weeks per year | 42 (Term Time +4 Weeks) |
| Hours per week | 30hrs Mon – Fri, |
| Normal Working Pattern | Mon – Fri: 0700-1000 and 1430-1730 |
| Unpaid Breaks | 30 minutes lunch break Mon-Fri. |
| Holidays | Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager. |

**REMUNERATION**

Salary Details:

* **Scale Point 3 – 4 of the SET Support Staff Salary Scale:**

**£18,562 – £18,933 FTE per annum**

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years’ service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join the trust’s nominated pension scheme for support staff.

**DRESS CODE**

The post-holder will be expected to wear workwear appropriate to the role and protective clothing will be provided by Old Buckenham Primary School where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Old Buckenham Primary employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Old Buckenham Primary School’s Performance Management programme.