

Job Description

Greensand Support Staff Salary**Scale:** 9-13**Contract type:** Full time**Reporting to:** School Business Manager

Caretaker

Job Purpose

To manage and maintain the school premises of the Primary School ensuring effective and efficient day-to-day running, presentation and management of the school site. To support the Premises Manager and School Business Manager as required

Key Accountabilities

- To carry out school maintenance and repairs as directed, such as fittings and fixtures, small plumbing jobs and general cleaning as required.
- To maintain the school grounds, including general upkeep, clearing rubbish, gardening, ensuring fire exit/escape routes are clear and accessible and boundaries and entrances and exits are secure at all times
- Taking reasonable care of own health and safety and that of others, in line with Health and Safety policies. Reporting any health and safety concerns as necessary.
- Monitoring the site for any hazards, carrying out repairs as directed and reporting concerns.
- Assisting with moving and setting up furniture for events, functions and meetings.
- Carrying out risk assessments and maintaining record keeping
- Manning school entrance as required and responding to emergency call outs.
- Supervision of maintenance contractors on site
- To participate in training as required
- Additional duties as required to assist with ongoing effective running of the school site.

Person Specification:

Knowledge, Skills and Experience

- Ability to work well as part of a committed team and work independently
- Highly motivated and able to use own initiative.
- Strong inter-personal skills and ability to form positive working relationships with children and adults, contractors, and suppliers

- To be adaptable, flexible and responsive to change.
- To be enthusiastic, proactive, and professional
- Experience of working in a school environment/caretaker role is desirable
- Ability to respect confidentiality at all times
- Demonstrates a commitment to safeguarding and promoting the welfare of all our children.

Notes:

This job description may be amended at any time in consultation with the postholder.