



# **SHIPSTON-ON-STOUR PRIMARY SCHOOL CARETAKER JOB DESCRIPTION**

## **SCALE POINT 5-6**

**Play. Make their day. Choose your attitude. Be there.**

### **CORE PURPOSE**

To ensure the security, care and availability of the school buildings, furniture, fittings and equipment; to ensure a satisfactory physical environment and to promote the efficient use of the school's assets to support the education objectives of the school.

### **BROAD DESCRIPTION**

Works under broad direction and laid down procedures to assist the Headteacher to ensure a safe and secure environment.

Responsible to the Headteacher or nominated representative for the effective provision of caretaking, cleaning, site maintenance routines and security, and to respond to emergencies relating to the site as necessary.

Contribute to the school's statutory duty to safeguard and promote the welfare of children.

Little or no budgetary responsibility nor staff supervisory responsibility.

### **RESPONSIBILITY FOR OTHERS**

The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

### **RESPONSIBILITY FOR STAFF**

The post has no direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

### **RESPONSIBILITY FOR FINANCE**

The post has no direct responsibility for financial resources other than occasional handling small amounts.

### **RESPONSIBILITY FOR PHYSICAL RESOURCES**

The post has considerable responsibility for cleaning, security, maintenance and repair of a range of equipment and buildings.

## **MAIN RESPONSIBILITIES**

- Routine and non-routine opening and closing and security of premises and grounds.
- Act as a key holder and deal with minor security/safety issues, and respond appropriately to the alarm company, police call-outs and other emergencies outside normal working hours.
- Provision of access to the building and grounds to authorised persons at all reasonable times.
- Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary.
- Carrying out maintenance and repairs to the building, furniture and equipment within the scope of a competent handy person.
- Operation of the heating and lighting systems; monitoring usage and promoting energy conservation in the school.
- Porterage duties as required and particularly the laying out of the furniture and other equipment for timetabled activities without direct instruction.
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Office Manager.
- Monitor stock levels and inform the Office Manager of requirements.
- Have knowledge and awareness of health and safety practices and policies, have an understanding of COSHH regulations, maintaining records where required.
- Maintaining regular contact with the staff of the school.
- Carry out cleaning work as allocated.
- Carrying out normal supervisory duties, e.g. maintaining a good working atmosphere and encouraging team spirit, ensuring good time keeping, dealing with grievances and problems and seeing that work is done correctly.
- Be willing to undertake training relevant to the role, including annual safeguarding training.
- Maintaining the closest possible communications with the Office Manager and staff of the school and ensuring an up-to-date knowledge of the needs which will arise in connection with planned activities in the school.

## **JOB ACTIVITIES**

### **SECURITY**

- Plan in conjunction with the Office Manager and 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 Office Manager.
- Requesting unauthorised users of the site to leave; calling for the attendance of the Police is necessary (in accordance with agreed guidelines).
- Specific duties are as follows:
  - a.m. Unlocking of gates and entrance doors and checking as far as possible that the premises have not been disturbed. Switching on of lights and opening of windows might be required.
  - p.m. Walking round premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Locking of external doors and gates.
- Providing such access to the school as may reasonably be required outside the normal hours of opening, including in the event of flood, snow or similar emergencies.

## **MAINTENANCE AND REPAIRS**

- Regular inspection of the physical condition of the building, furniture and equipment, excluding the carrying out of specialist tests and inspections.
- Carrying out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson.
- Drawing attention of the appropriate authorities, by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the capabilities of a competence and responsibility of the caretaker.
- Directing workmen and contractors to the site of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- Replacement of light bulbs, fluorescent tubes, etc.
- Carrying out routine procedures and inspection of ancillary equipment, e.g. pumps, batteries, window blinds, fire call points, emergency lighting, etc.
- Ensuring all caretaking and cleaning equipment is in a safe, clean and working condition.
- Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.

Note: the caretaker's direct activities are limited so situations where safe access can be obtained , and suitable tools are available.

## **PREPARING FACILITIES**

- Opening the heating plant so that the required temperatures are maintained in the school premiss and that an adequate supply of hot water is available. Carrying out frost precaution procedures. Cleaning flues, filters, according to procedures laid down by the Property Services.
- Taking steps to reduce energy consumption and in conjunction with the Head promoting the awareness of other school staff concerning energy conservation.
- Preparing for school and after-school activities, clearing and in specific circumstances cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
- Laying out and stacking of chairs, desks, tables, etc. movement of these within the school. Including setting out furniture for examinations.
- Taking delivery of stores, materials and other goods storing and/or moving them within the school is required.
- Dispatch of goods from the school.
- Attending to such duties appertaining to the premises as may occur from time to time.
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish. Draw the attention of the Office Manager of grounds maintenance to problems of litter on grounds.
- Emptying of litter baskets and bins. Disposal of all rubbish and cleanliness and dustbin areas.
- Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick, etc.
- Replenish of soap, toilet rolls and towels.
- 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.

- Dealing with instructions received from the Office Manager and leadership team in accordance with the School's regulations concerning the letting of the school premises and carrying out such duties as may be required.
- Carrying out the reasonable instructions of the Office Manager and school leaders.

## **QUALIFICATIONS/TRAINING AND LIKELY ABILITIES**

- Be aware of and understand the HSE regulations, e.g. health and safety at work, COSHH guidelines.
- English skills to complete forms, write instructions, understand and follow health and safety and COSHH instructions.
- Maths skills to check goods, carry out stock control and undertake calculations.
- Able to carry out procedures, routines and follow instructions.
- Able to operate cleaning equipment, machinery and tools.
- Understand and become familiar with the layout and organisation of the school site.
- Display commitment to the protection and safeguarding of children and young people.
- Value and respect the views and needs of children.
- Can take initiative where necessary.
- Can solve straightforward problems and respond to unforeseen circumstances, e.g. hazards, accidents.
- Basic IT skills (use of internet and email).

## **SAFEGUARDING CHILDREN & SAFER RECRUITMENT**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.