

## JOB DESCRIPTION

JOB TITLE	<b>Caretaker</b>
GRADE	St Bede's Grade 7 (point range 7 – 11) Actual salary £20,895 - £ 22,719 (FTE £23,893 – £25,979)
HOURS	Term time only Monday to Thursday 11.30am – 7.30pm, Friday 11.30am – 7.00pm
MANAGED BY	<b>Premises Manager</b>
RESPONSIBLE FOR	Supervision of the Assistant Caretaker

**It is the responsibility of all staff to support the provision  
of a great education for all pupils.**

### **Purpose of the Job**

To co-ordinate the security of the college buildings, carry out a programme of maintenance work and monitor the repair and maintenance work of others, inform Premises Manager of cleaning issues; to undertake some specified cleaning.

### **Key Job Outcomes**

#### **1. Security**

To ensure the safety and security of designated buildings by

- Responding to call outs / alarm activations
- Limiting access to authorised personnel;
- Responding appropriately to emergencies;
- Locking and unlocking the college buildings and grounds; in conjunction with the college security guidelines
- Working safely and sharing H & S information with other college staff;
- Setting and monitoring security cameras.

#### **2. Maintenance**

To ensure the maintenance of the college grounds, buildings and facilities to standards prescribed by the Governors by

- Responding to the routine maintenance and repair of buildings and facilities;
- Escorting contractors to sites where repair or maintenance work is required and observe their safe working practices and the standard of their work, reporting to the Designated Manager as necessary;
- Cleaning and sweeping the playground clear of leaves, litter, sharp objects and graffiti removal
- Carrying out a range of handy person duties and portering as per the work specification;
- Ensuring that items of equipment and disposable resources pertaining to the job are stored securely;
- Testing the fire alarm and recording the result on a monthly basis.
- Monitoring the use of electricity, gas and water by recording weekly meter readings.
- Cleaning of mats/carpets
- Cleaning of outside windows (low level)
- Removing waste/recycling paper from designated areas
- Attending to litter bins to ensure they are regularly emptied, fit for purpose, clean and tidy
- Monitor and maintain waste removal service

### **3 Supervision**

- Supervise the Assistant Caretaker
- Monitor the work of contractors as directed by the designated manager

### **4 Minibus**

- The postholder looks after the college minibus and carries out basic maintenance checks
- Occasional driving is also required
- Ensure cleanliness is maintained

### **5 Holidays**

Must be agreed well in advance with the Premises Manager and must be taken 50% during school holidays and 50% during term time. This may alter in order to meet the needs of the college.

## **General Accountabilities**

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the College Health, Safety and Welfare policies.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the Governors.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards
- D. All employees participate in an annual review of performance and agree targets for further development

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

## **This is a residential post**

Post Review:

The fluid nature of the development of the Academy will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review and will change to meet college needs.

The Governors are the employees of all staff within the College and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.

**Date of Job Description:** June 2024