**Job Description:** Caretaker

37 hours per wk, 52wks per year

**Responsible to**: Executive Head/Head of School

**Main Purpose of the role**:

The post holder will be responsible for ensuring the maintenance, operation, security, hygiene, health and safety of the school grounds, plant, buildings and furnishings. The post holder will be expected to undertake manual handling as a routine part of the role and must be able to meet the physical demands of the role.

**Description of tasks associated with role:**

**Security**

* Lock/unlock school buildings and areas
* Undertake regular security checks and identify security risks
* Monitor fire safety equipment and participate in carrying out fire drills in liaison with Head of School
* Operate and respond to alarm systems where appropriate
* Liaise with police, and security contractors
* Provide emergency access to the school site

**Maintenance**

* Undertake appropriate repairs e.g. redecorating and fixing, plumbing, changing light bulbs unblocking drains,
* To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
* To carry out decoration programme as agreed with Executive Head
* To carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with premises manager
* To assist in the preventative planned maintenance programme and assist in routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
* To assist where appropriate carry out on-going maintenance of the Water Meadow and Out-door Classroom in accordance with the Management plan
* Operation and maintenance of heating plant and lighting systems
* Assist in Health and Safety Checks alongside the premises manager
* Assist in regular site inspections
* Identify defects and record repair and maintenance requirements
* Collect and assemble waste for collection
* Undertake cleaning duties such as graffiti removal, litter-picking
* Assist in maintaining satisfactory levels of caretaking, cleanliness and hygiene through the whole of the premises including routine daily cleaning responsibilities
* Assist in maintaining pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
* Undertake specialist cleaning tasks under the direction of the premises manager
* Provide emergency access to the school site in conjunction with the premises manager
* Coordinate deliveries to the school site in conjunction with the premises manager
* Liaise with contractors when the premises manager is unavailable

**Resources**

* Assist on matters relating to energy control and conservation
* Assist with planning, developing and organising systems/procedures/policies
* Assist with maintaining records, information and data
* Assist in maintaining a purposeful, orderly and productive working environment
* Refill and replace consumables e.g. soap & towels

# Assist with relevant risk assessments as required

* Supervise and monitor the work of assistant caretaker and cleaning staff
* Promote and ensure the health and safety of pupils staff & visitors at all times
* Assist in the safe and effective use of specialist equipment/materials
* Portering duties e.g. deliveries, moving furniture and equipment
* Assist in the operation of lettings system if necessary
* Support pupils in the maintenance and development of specified garden areas

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s responsibilities and duties, including the provision of high quality caretaking to support teaching and learning throughout the School and the pastoral care of the pupils.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Person specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge** |  |  |
| * knowledge of basic plumbing, electrical, decorating and repair procedures
 | **✓** |  |
| * Knowledge of Health & Safety procedures and precautions
 | **✓** |  |
| * Knowledge of industrial cleaning products and relevant health and safety guidelines
 | **✓** |  |
| * Knowledge of COSHH regulations
 |  | **✓** |
| * Knowledge of moving and handling procedures
 | **✓** |  |
| * Knowledge of health and hygiene procedures
 | **✓** |  |
| * Knowledge of security/alarm systems
 |  | **✓** |
| * Knowledge and experience of managing budgets
 |  | **✓** |
| **Qualifications** |  |  |
| * Good numeracy/literacy skills / GCSE (or equivalent) Maths and English
 | **✓** |  |
| * NVQ 2 **OR** equivalent qualification in relevant area
 |  | **✓** |
| **Skills** |  |  |
| * Demonstrable high quality practical building/maintenance/repair skills
 | **✓** |  |
| * Demonstrable ability to use specialist cleaning equipment successfully and safely
 | **✓** |  |
| * Demonstrable ability to use tools and machinery e.g drills, saws successfully and safely
 | **✓** |  |
| * Demonstrable ability to communicate effectively to a variety of audiences, orally and in writing
 | **✓** |  |
| * Experience of using IT and competence in using software products to support record keeping and management of premises related activities
 | **✓** |  |
| **Personal Attributes** |  |  |
| * Demonstrably self motivated and well organised
 | **✓** |  |
| * Proven ability to work under pressure, prioritise and meet deadlines
 | **✓** |  |
| * Proven ability to work successfully as part of a team
 | **✓** |  |
| * Proven ability to think creatively and solve problems
 | **✓** |  |
| * Proven ability to maintain a professional relationship with staff and pupils, maintaining confidentiality and discretion at all times
 | **✓** |  |
| * Demonstrable ability to relate appropriately to children and young people
 | **✓** |  |