



Job Description



JOB TITLE: Caretaker

REPORTS TO: Site Manager

GRADE: Pay band 4

SUPERVISES: Not Applicable

JOB PURPOSE:

To provide a comprehensive support service including key holding, security and janitorial duties and assist in the general maintenance and cleaning of the school.

KEY ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Headteacher, such other duties as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes, Appraisal and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES / DUTIES

- To assist with the cleaning of the caretaker's allocated areas.
- Carry out required duties in connection with approved lettings of premises and after school activities.
- Check building for routines maintenance matters and vandalism, reporting and taking appropriate action when necessary.
- Undertake day-to-day maintenance duties, reporting to Site Manager any faults requiring specialist attention. Ensure replacement of light bulbs, tubes, diffusers as required.
- Ensure gullies, gutters, fall pipes and drainage systems, including foul drains, are free from blockages and arrange to clean when necessary, within the capabilities of the postholder and being mindful of Health and Safety regulations.

- Ensure footpaths, car parks, shrubberies and paved areas are kept in clean and tidy conditions.
- To act as a secondary key holder.
- Take delivery of, if appropriate store, laundry, stationery, materials and other goods. Carry out portage duties within the School.
- Operate and monitor the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures, in line with the Council's Policy on energy conservation. Carry out frost protection procedures.
- Perform such other duties as reasonably corresponding to the general character of the post.
- Direct contractors to sites of repairs and maintenance work, confirm that work has been completed and report deficiencies.
- Minibus driver.
- Swimming Pool Plant operator.
- PAT Tester.
- Deal with enquiries from members of staff, contractors and members of the public.
- To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.

The duties and responsibilities in this Job Description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however, substantially change the general character of the post.