



Caretaker

Pay Scale: Support Staff 4.2 to 5.2 (dependent on experience)

Responsible to: Headteacher and School Premises Officer

Note:

This Job Description is intended to provide guidance on the range of duties associated with this role. It may be changed by School or Trust management to reflect changes in working practices or to undertake additional duties as and when required. It does not form part of the post holder's contract of employment.

Job Purpose

Responsible for all aspects of the physical security of the site to ensure the safeguarding of pupils and staff and to ensure the buildings and property are protected from fire, theft, vandalism, or other damage.

Key responsibilities

Premises Maintenance

- Undertake first line repairs including basic plumbing, carpentry, redecoration, and maintenance of the site within capability and training.
- Where a contractor is required for any higher-level repairs and contract work, liaise with the Premises Officer to obtain quotes from contractors. Schedule and supervise all aspects of the work undertaken by the outsourced contractor.
- Support the school in managing the school's heating system.
- Ensure all electrical and gas emergencies, burst pipes, leaks, flooding, fires, and breakages are dealt with promptly and safely as appropriate.
- Monitor all electrical equipment and undertake and record PAT testing as required (training can be provided)

Health & Safety

- Keep up to date with all relevant H&S on site:
 - Relevant training
 - Legionella
 - Hazardous Substances
 - Ensure the site is safe inside and outside
 - Carry out statutory testing
- Be aware and adhere to all school policies and procedures on health and safety
- To work safely and bring to line manager's attention to any H&S concerns
- To manage contractors when they are on site
- Participate in the school's Health and Safety focus group



Site Monitoring

- Carry out daily, weekly and monthly inspections (as appropriate). Recording these checks as they are undertaken.
- Ensure that classrooms and toilets are stocked with the necessary supplies.
- Ensure all drains, gullies and gutters are cleaned regularly.
- Inspect the site and report to line manager on the need for repair and maintenance work;

Portage

- Dispatch and take delivery of goods and materials;
- Transfer goods and materials delivered to the school to appropriate locations around the school site;
- Setting out and clearing of tables and chairs, as required.

Cleaning

- Keep all outside hard areas play areas, paths and drives clean and tidy, e.g., litter clearance, leaf sweeping;
- Carry out essential cleaning where necessary- to include carpets, annual polish of the school hall, and ad hoc requirements.
- Collect and dispose of refuse;
- Ensure stocks of cleaning materials, soap, paper towels etc. are maintained and replenished as necessary and are stored and utilised in line with COSHH regulations; Order as needed.

Other Duties and Responsibilities:

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of children, including sharing concerns where necessary
- Promote the safeguarding of all children
- Report concerns of a safeguarding nature to the DSL and log on CPOMS

Standards and Quality Assurance

- Support the aims and ethos of the school;
- Set a good example in terms of dress, punctuality and attendance;
- Attend team meetings and INSET days when applicable;
- Develop expertise through staff development opportunities;
- Be proactive in matters relating to health and safety;
- Other
- Undertake any other necessary tasks under the direction of the Headteacher, Deputy Headteacher or the School Premises Lead, which are for the good of the school and those within it.



Person Specification - Caretaker

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">- Strong written and verbal communication- Basic IT Skills- Health and Safety and or First Aid Training desirable.
Experience	<ul style="list-style-type: none">- Caretaking- Building maintenance- Security, including alarm systems- Cleaning work- Some DIY- Working in a team- Working with contractors / outside agencies
Skills and knowledge	<ul style="list-style-type: none">- Good knowledge of health and safety regulations.- Ability to work flexibly, independently and as part of a team- Basic DIY skills- Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none">- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school- Ability to work under pressure and prioritise effectively- Commitment to maintaining confidentiality at all times- Commitment to safeguarding and equality- Embraces change well- Deals with difficult situations effectively
Physical requirements	<ul style="list-style-type: none">- Be reasonably fit to carry out the duties of the job- Able to carry out some manual handling and lifting- Able to carry out work at high levels using appropriate equipment