



JOB DESCRIPTION

Job Title:	Caretaker
Salary:	TPAT Point 4
Responsible to:	Headteacher
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, Health & Safety Professionals, Suppliers, Other Businesses & Visitors

Main Purpose of the Job:

Caretakers are responsible for the school site ensuring health & safety compliance, safety and security. Key aspects of the role are:

- To undertake general maintenance of the school building and facilities;
- Practical support in arrangements for meetings/events;
- To ensure a comfortable and safe environment for staff, pupils / students and visitors;
- To assist in maintaining the security of the school buildings.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the school. The post holder will undertake any other duties at the request of Headteacher, appropriate to the grade of this post.

Main Duties and Responsibilities:

- To act as joint keyholder for the site, ensuring security at all times including the operation of alarms and be available for call-out on a rota basis.
- Security, locking/unlocking duties; ensuring that all statutory inspections are recorded appropriately; all windows and doors are locked and secure; reporting and potentially dealing with any issues immediately which present a health and safety issue ie flooding; security breach.
- Carry out general maintenance works to school buildings, equipment, fencing and play areas as necessary.
- Proactively check for defects in buildings, equipment, fencing and play areas to ensure they are in a safe working condition.
- To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors / health & safety officials. To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
- Maintenance duties; minor electrical; plumbing; fault finding; heating; extraction; glazing; lighting; door/furniture/hinges; mini bus and any other maintenance duties as directed.

- Manage tools and workshop equipment adhering to health & safety inspection requirements that all tools/machinery are used appropriately incorporating PPE. Communicating stock requirements as stock becomes low; sourcing of materials and costing up works.
- Health and Safety duties; adhering to health & safety protocols and PPE requirements including completion of relevant documentation.
- Completion of Risk Assessments prior to commencement of new works; partaking in risk assessment reviews.
- Undertaking new installations eg fencing and sheds or overseeing the same as appropriate.
- Keep adequate work records as required – Access the Site Services log a job system to identify jobs which need undertaking and ensure signing off as completed; reporting any issues relating to works.
- Undertake meter readings; completion of statutory records; “Smart Log” usage; and ensuring email communication is responded to daily.
- To participate in evacuation processes as agreed and in accordance with the school’s recognised Evacuation Procedure.
- Statutory Fire Safety duties incorporating all inspection requirements and recording all inspection data.
- Legionella statutory inspections including flushing regimes.
- Scheduled maintenance tasks ie filter changing; vent cleaning.
- To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floods etc) as necessary.
- General Housekeeping, cleaning and accommodation duties internally this includes, waste, ad hoc cleaning; school building temperature; furniture moving; setting up for events; portering as required. Ensuring adherence to WEEE and DMR protocols.
- To take deliveries of stores, materials and other goods and to undertake portering duties as required (including moving furniture, equipment etc).
- Post room and portering duties. Responsible for storage of items in outside units and loft space.
- To undertake spring cleaning, including some high level cleaning at the end of school terms and occasional gardening duties.
- Waste duties externally; litter picking; bins; external power washing and grounds.
- To undertake the efficient operation of the heating system and record and monitor gas / electricity / water (as applicable) meter readings/returns as required by the Trust.
- Signing in of contractors and ensure that all safeguarding requirements of contractors are met whilst they are on site.
- To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary and maintain records and complete paperwork as required.
- Ad Hoc surveys/audits as directed.
- Car parking; traffic control and grounds duties.
- Driving duties as requested.
- Participate in the appraisal process.
- Undertake all statutory duties as required by the school and the trust.
- Ensure all works are carried out to an acceptable standard.

- Attend emergency call out if required.
- Any other duties consistent with the grade and general responsibilities of the post may be required from time to time in addition to those listed above.

Special Conditions attached to the Role

- Caretaker is expected to attend / cover emergency call outs out of school hours and weekends; staff will be paid as per TPAT's pay policy;
- Shifts may need to vary to adjust to business needs;
- Flexibility to suit business need whereby you will be on occasion required to work beyond your shift due to emergencies or business need;
- Holidays to be pre-arranged with Headteacher and taken over school holidays, wherever possible.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.