

## JOB DESCRIPTION

Section: <b>Domestic</b>	Reports to: <b>Senior Caretaker</b>
Job Title: <b>Caretaker</b>	Grade/Salary Range: Bucks Pay Range 3 - <b>£27,310 - £29,295</b>
Working Pattern: <b>37 hours per week</b>	Weeks per annum: <b>52</b>

### PURPOSE OF JOB

To work as part of a Facilities Team to help provide a safe, efficient and effective learning and working environment for students and staff.

Assisting the Estates Manager / Assistant Facilities Manager to manage, develop and support the caretaking and cleaning team to ensure high standards and to contribute to the aims of the school.

### MAIN DUTIES AND RESPONSIBILITIES -

#### 1. Security of premises

- Ensure that the school is open and accessible for staff and pupils each school day and at other times for persons who have hired the premises for private use.
- Ensure that all doors and windows are secured and all lights and heaters are switched off after use and at the end of each day.
- Ensure that external gates are locked and/or barriers are used at certain times as directed.
- Take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
- Carry out any necessary duties associated with setting and monitoring the intruder alarm and fire detection system.
- Undertake regular checks of the location and integrity of fire extinguishers, reporting to the Assistant Facilities Manager when issues have arisen
- Undertake weekly inspection of all external security doors and designated fire doors ensuring that they are operable, reporting to the Assistant Facilities Manager when issues have arisen
- Undertake the responsibility of keyholder.

#### 2. Health and Safety

- To complete all required Academy Health and Safety checks recording findings either paper based or computerised, in compliance with Academy policy,

- Smoke alarms/detectors

- Fire drills
  - Fire signage
  - Fire extinguishers
  - Fire blankets
  - Testing emergency lighting
  - Water temperature
- To oversee the annual electrical tests (PAT) of all appliances across the site
  - To ensure that allocated First Aid boxes are stocked and materials are in date
  - To help train other staff in aspects of Health and Safety
  - To contribute to any external Health and Safety or Fire Risk inspections by third parties
  - Report Academy-wide Health and Safety issues to the Assistant Facilities Manager
  - To record all accidents and near-misses in accordance with Academy policy
  - To work closely with the Health and Safety governor
  - To attend training on matters regarding Health and Safety
  - Ensuring contractors on site are working safely

### **3. Maintenance**

- To proactively attend to maintenance tasks and minor repairs to furniture, fixtures and fabric of the site and to determine in consultation with the Assistant Facilities Manager those works which can be undertaken directly or the need to procure external contractors
- To be able to undertake basic maintenance tasks to an acceptable standard for example
  - To build self-assembly furniture
  - To carry out basic plumbing
  - To order and fit windows and window catches and glazing
  - To plaster walls
  - To paint around the school
  - To relay paving slabs around the school
  - To repair fencing
- To work as part of the Facilities Team contributing to building and decoration projects anywhere across the Academy

### **4. Porterage**

- To routinely move and check off small deliveries and move larger deliveries e.g. furniture as required
- To ensure that waste is sorted as necessary, collected and moved to collection points
- To set up rooms for events and meetings as required e.g. putting out and away chairs and refreshments

#### **5. Heating and Lighting**

- To ensure central heating is working and alter timers/clocks as required and that the school is at the required temperature each school day
- Maintain an inventory of, and distribute a supply of temporary space heaters for use in the event of heating failure
- Record gas, electricity and water usage across the site by monthly recording of all meter readings
- Proactively or as directed, replace light bulbs and tubes, applying appropriate health and safety regulations

#### **6. Cleaning of premises**

- Undertake cleaning duties, in line with job description for a cleaner, and substitute for absent staff, and ensure that the whole school is cleaned using approved and appropriate materials
- Keep a check on cleaning materials and purchase when necessary using the school ordering procedure
- Ensure that the playground, paths and all hard areas are kept clean and tidy of leaves, litter etc and all drains and gullies are kept clear and free flowing

#### **7. Driver of school vehicles**

- To drive the school vehicles when required

#### **8. Grounds maintenance**

- Undertake grounds maintenance duties in support of or in times of absence of the grounds maintenance caretaker ensuring that the site is maintained to required standards

### **MAIN DUTIES AND RESPONSIBILITIES - OTHER**

#### **9. Other duties**

- Train cleaning staff to use appropriate cleaning methods and machinery to the required standards
- Ensure that all caretaking equipment is clean and in good working order and that caretaker's storage lockers and cupboards are clean and tidy
- Carry out normal supervisory/inspection duties as appropriate, maintaining a
- good working atmosphere
- Prioritise workload and carry out reasonable instructions as directed by the Estates Manager / Assistant Facilities Manager
- Draw attention of Assistant Facilities Manager to any repairs and maintenance work required
- Liaises with Contractors about working in a SECID environment
- Attend project meetings, with the Estates Manager / Assistant Facilities Manager
- Attend all essential health and safety training courses, including training in asbestos procedures, as determined by the management of the Academy

- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information
- Undertake any other duties of a similar level and responsibility as may be required from time to time
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- All staff have a responsibility to promote the safeguarding of children and young people.
- Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of the learning support and teaching team
- Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process

***Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.***

**Signature Line Manager: .....**

**Date:.....**

**Signature Job Holder:.....**

**Date:.....**