

JOB DESCRIPTION: Premises Manager and School Caretaker

REPORTS TO: School Business Manager

HOURS: 20 per week **WEEKS:** 52 weeks per year

WORK TIMES: Some flexibility – regular weekly pattern up for negotiation. Some within school hours.

JOB PURPOSE

To provide a Premises Manager and Caretaking service to the school to minimise risks to the health and safety of those using the school site and to limit the possibility of damage to the school premises. Requires close liaison with the School Business Manager and other school staff to prioritise jobs and work out scheduled access to the site as required by external contractors.

PRINCIPAL DUTIES AND ACCOUNTABILITIES

Must maintain confidentiality inside and outside school. Duties to be performed to ensure the activities of the school can take place in an environment suited to learning and in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately. The principal accountabilities are as set out below.

1. PREMISES MANGEMENT

Responsibility for ensuring that the premises statutory inspections are completed on time; seeking quotes from external suppliers / trades for some building projects or emergency maintenance; ensuring works completed to required standard and reporting back to the School Business Manager or Governors when required.

2. MONITORING

To operate and regularly check systems such as heating, Chilworth - Monitoring Air Source Heat Pump app, WSG underfloor heating & boiler, to ensure school heating comfort and efficient energy usage; lighting and security (including CCTV and alarms). WSG - Regularly check the woodland area and report any issues to the School Business Manager. Undertake regular checks as required for Legionella and Fire regulations e.g. weekly flushing of not often used taps, weekly fire alarm test, PAT testing, emergency lighting, ladder, microwave tests as required by regulations. Record in relevant place on school records. All required training will be provided.

3. SITE MAINTENANCE

Contribute to maintaining the site in a good state of repair. Carry out routine maintenance tasks from premises maintenance schedule, own observations or tasks communicated by school staff. Undertake emergency and first line maintenance repairs within capability and training when

required. Report to School Business Manager on the need for repair and maintenance work requiring external contractors.

4. CLEANING – mostly grounds: litter picking, empty bins, clear leaves

Keep the site clean. Includes daily walk around the site and grounds to carry out the tasks effectively, for example litter picking and leaf blowing.

5. PORTERING

Provide a portering and furniture moving service, transferring goods and materials delivered to the school to appropriate locations around the school site. Movement of furniture in connection with assemblies, e.g. chairs/tables or staging for school plays and parents' evenings.

6. SWIMMING POOL TASKS – Chilworth C of E Infant School – April to September only

Between April and September, clean pool e.g. hoovering pool floor, clean sides, clean all filters, fill up chlorine tanks etc., pool testing. Pool maintenance may only be undertaken after approved training.

7. SECURITY

To act as a designated key holder for the school premises. Provide access to school buildings and set alarm systems when school is not in use to provide access to external contractors as necessary outside school hours. Provide snow clearance services, which is weather dependent and may require a change in normal working pattern to ensure site is gritted or snow cleared to enable safe access to the school site by school staff and pupils.

RELATIONSHIPS:

Work closely with Head Teacher and School Business Manager. Work effectively with school staff, pupils, parents and external contractors, responding in a timely fashion to ad hoc requirements.

WORK CONTEXT:

The post holder will be required to undertake a mixture of indoor and outdoor work across the site. The nature of the work will require regular physical effort, including bending and stretching, pushing or pulling equipment and moving or lifting furniture. Most of the work is of a routine nature but will also entail responding to day-to-day events, including undertaking some cleaning and maintenance. Requires willingness to undertake training, possibly off-site or online and to attend meetings when required.

These schools are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to demonstrably share this commitment.