

**MAGDALEN COLLEGE SCHOOL**  
***We are committed to the protection and safety of our students  
and expect all staff to share this commitment.***

**JOB DESCRIPTION**

Post Title	School Caretaker
Jobholder	
Reporting to	Premises / Health and Safety Manager
Hours of work	Shifts are generally worked between 7.00am and 8pm, to suit the needs of the school. Times to be agreed. Weekend bookings are worked on call on a rotation basis and are paid at overtime rates.
Specific responsibilities of the post	<ol style="list-style-type: none"> <li>1. Security of the premises and contents. Locking/ unlocking</li> <li>2. Porterage of resources and equipment around the school</li> <li>3. Minor maintenance</li> <li>4. Environmental management</li> <li>5. Maintenance of acceptable standards of cleanliness and hygiene</li> <li>6. Preparation of the schools' facilities in readiness for internal and external users including following adverse weather and other emergency situations.</li> <li>7. Maintenance of good public relations</li> <li>8. To be an emergency key holder and respond to emergency situations outside of normal working hours</li> <li>9. When appropriate to monitor the work of external contractors</li> <li>10. When appropriate to carry out relevant risk assessments</li> <li>11. To participate in relevant training</li> <li>12. To assist with the supervision of students to ensure safety between and around sites as requested.</li> <li>13. Such other duties as may reasonably be required by the Governors and Headteacher from time to time.</li> </ol>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To engage actively in the Performance Management Review Process</li> <li>5. To implement all school policies</li> <li>6. To attend all meetings as directed</li> <li>7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
Personal Qualities	<p><b><i>The person appointed should be able to:</i></b></p> <ol style="list-style-type: none"> <li>1. work on his/her own initiative</li> <li>2. work effectively as a member of a team</li> <li>3. work effectively and efficiently to deadlines</li> <li>4. able to organise work programmes around the work of the school day by day</li> <li>5. have a high level of inter-personal skills</li> <li>6. demonstrate a level of technical expertise to carry out those duties which require them</li> <li>7. have sufficient knowledge of Health &amp; Safety Regulations required for the safe and effective performance of the duties required.</li> <li>8. have a good level of fitness in order to secure and open both sites, move furniture and equipment, undertake porterage duties, carry out cleaning duties etc.</li> <li>9. be qualified to drive the school van (this is desirable but not essential)</li> <li>10. be qualified to drive the school minibus (this is desirable but not essential)</li> </ol> <p><b><i>The person appointed is expected to be:</i></b></p> <ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Committed to team work within all aspects of the school</li> <li>4. Proactive in terms of furthering their knowledge and skills</li> <li>5. Punctual for all commitments</li> <li>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ol>

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed ..... Job holder

..... line manager

Date .....