



School Caretaker (Live-In)

Job Description

Reporting to: School Business Manager

Location: Stephen Freeman Primary School

Main Purpose of the Job

To be accountable for keeping the school functioning effectively, maintaining the site and grounds to a high standard and providing an environment which enhances learning for students.

This is a live-in position. The postholder is required to reside in the school's designated caretaker bungalow as a condition of employment, with accommodation provided at a reduced rental rate.

Main Duties and Responsibilities:

Maintenance Duties

- Undertake minor/simple repairs e.g. changing light bulbs / unblocking drains
- To organise and carry out various minor maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for removal
- Undertake emergency & specialist cleaning tasks
- Undertake cleaning duties such as graffiti removal / litter-picking
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors & undertake client role in connection with premises-related contracts, if required
- Co-ordinate work of cleaning staff
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- To organise and carry out minor decoration programme as agreed with the headteacher/school business manager
- Undertake appropriate repairs e.g. redecorating and fixing, where appropriate
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher/school business manager

Grounds Maintenance (subject to operational arrangements)



The extent of grounds maintenance responsibilities associated with this role will be determined based on the skills and experience of the successful candidate and the operational needs of the school. These duties may be undertaken directly by the postholder or through alternative service arrangements.

Where applicable, responsibilities may include:

- Ensuring that pathways and other external hard surface areas are kept clean, free from litter and weeds, and are gritted or salted as required during adverse weather conditions.
- Undertaking routine grass cutting and maintaining hedges, borders and external areas to an appropriate standard using equipment provided. *If grounds maintenance delivered through external contractors, this role will be to oversee this contract.*

Security of Premises

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Liaise with police, security and surveillance contractors if required
- Manage the logistics of out of hours lettings and on occasion lock up school if required
- Provide emergency access to the school site, if required
- Reside in the on-site caretaker bungalow which provides a visible on-site presence to support the security and safeguarding of the school premises outside normal operating hours.
- Respond, where reasonably required, to emergency situations, alarm activations, security incidents or urgent site issues outside normal working hours.

Heating and Lighting

- Operation and maintenance of heating plant and lighting systems
- Maintain the boiler house and plant in a clean and tidy order and keep clear access to all service isolators (gas, electricity, water). Ensure that flammable materials are kept out of the boiler room and away from any heat sources.
- Maintain a variety of records and monitoring meter readings and fuel usage

Additional Duties:

- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Operation and maintenance of heating plant and lighting systems
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school
- To flexibly work with the Line Manager concerning work time arrangements



Health and safety responsibilities:

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture
- Undertake necessary health and safety training
- Ensure you are familiar and comply with the school's health and safety policies and procedures
- To assist in health and safety audits of the premises
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services
- Follow all appropriate safety instructions and use safety equipment provided
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.)
- Support your line manager in the delivery of good health and safety practice and the minimising of risks
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence

Please Note:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and dress in an appropriate manner for the position.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Person Specification

Criteria	Essential	Desirable	Method of assessment
Training & qualifications	Good numeracy/literacy skills GCSE level English/Maths or equivalent	- Health and safety training - Fire safety training - COSHH training	A
Relevant experience	- Experience of working in the role of facilities management, "handyman", site staff or similar role - Some experience of grounds maintenance/gardening	Experience of dealing with health and safety	A/I/R
Skills	- Good spoken and written English - Knowledge of manual handling and working at height	- Good knowledge of ICT packages e.g. word, excel, outlook - Knowledge of Health and Safety Legislation	A/I
Personal qualities	- The ability to communicate effectively with other staff - To have an enthusiasm to perform the role well and to the best of your ability - The ability to deal with issues as they arise - Team work: the ability to work as part of a team	To proactive identify areas of remedials or improvements to the school site.	A/I/R
Other requirements	- Must be willing and able to occupy the designated on-site caretaker bungalow as a condition of employment. - Adaptable and enthusiastic - Willingness to partake in development and training opportunities		I/R

- **KEY:**
- **A – Application form**
- **I – Interview**
- **R – References**

Accommodation Requirement

- This is a live-in caretaker position.
- The successful applicant will be required to occupy the school's caretaker bungalow throughout their employment.
- Accommodation is provided at a subsidised/reduced rental rate, details of which will be provided during the recruitment process.
- Residence in the bungalow supports the security and operational needs of the school, including providing emergency access to the site when required.

Working Time:



- This post is for 37 hours per week, all year round
- Holiday allocation is at least 25 days per year, but increases with continuous service
- Working hours each day
 - Monday - Thursday 06:00 - 10:30 & 15:00 - 18:00
 - Friday 06:00 - 10:00 & 15:00 - 18:00

Grade:

- Grade 5

Disclosure Level:

A satisfactory enhanced disclosure certificate from the Disclosure and Barring Service (DBS) will be required before appointment to this post can be confirmed.