

# **THE GRANGE SCHOOL**



## **SCHOOL CARETAKER**



## **SCHOOL CARETAKER JOB PROFILE**

<b>TITLE:</b>	<b>School Caretaker</b>
<b>HOURS:</b>	<b>37 hours per week/52 weeks per year working on a shift rota covering mornings (from 6:00 am to 14:00) and afternoons (12:00 to 20:00) on alternate weeks. There is annual holiday entitlement starting at 22 days per year plus a good pension scheme</b>
<b>SALARY:</b>	<b>Bucks Pay Range 3 – (£28,129 to £30,174 depending on experience)</b>

**RESPONSIBLE TO:** Facilities Manager

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### **Summary of Role:**

To provide Caretaker duties in conjunction with two other team members, including general site security, to ensure the smooth running of the school equipment and fittings providing heating and fire safety. In the absence of the Facilities Manager, to ensure all tasks required for a particular shift have been undertaken. To provide site services around the year on a shift basis, with the requirement to be able to work flexibly within that to cover annual leave and sickness absence.

To work within School policies and procedures.

### **Duties and Responsibilities**

To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard.

#### **Security**

- Lock/unlock school buildings and areas in the mornings and evenings.
- 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.
- Monitor CCTV or surveillance equipment where appropriate.
- Liaise with police, security, and surveillance contractors.
- Provide emergency access to the school site.

#### **Maintenance/Health and Safety**

- Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
- Daily routines to include litter picks internally and externally after break and lunch to ensure the building and site is kept to a high standard of cleanliness. All paved areas to be kept clean, tidy and litter free.

- ▣ Collect and assemble waste for collection.
- ▣ Undertake cleaning duties such as graffiti removal, litter-picking, gutter, and drain clearing when necessary. Undertake specialist cleaning tasks. Liaise and help co-ordinate the school cleaners.
- ▣ Carry out routine health and safety checks as required – e.g. legionella testing, fire alarms, emergency lighting etc.
- ▣ Operate and maintain heating plant and lighting systems.

### **Porterage**

- ▣ Porterage duties, eg. delivering mail/packages, moving furniture and equipment.
- ▣ Set up the school facilities for internal and external events – e.g. assemblies, open evenings, exams etc.
- ▣ Co-ordinate deliveries to the school site.

### **Improvements:**

- ▣ Respond quickly and pro-actively manage faults recorded on the school portal. Identify defects and record repair and maintenance requirements liaising with contractors where necessary.
- ▣ Organise and carry out minor decorations programme as agreed with the Facilities Manager and Business Manager.
- ▣ Organise and carry out minor improvement works and repairs - e.g. erecting shelves, notice boards, bookshelves, heating, windows, doors etc. as agreed with the Facilities Manager and the Business Manager.

### **General Responsibilities:**

- ▣ Be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality, reporting all concerns to an appropriate person.
- ▣ Undertake risk assessment of security risks to the school (grounds, premises, and contents) including vandalism and arson.
- ▣ Contribute to the overall ethos and aims of the school.
- ▣ Regularly review the Fire Risk Assessments and Emergency Evacuation Plan.
- ▣ Participate in training and other learning activities as required including First Aid.
- ▣ Recognise own strengths and areas of expertise and use these to advise and support others.
- ▣ Ensure compliance by self and others with all health and safety policies and procedures.
- ▣ Ensure safe use by self and others of equipment and materials.
- ▣ Establish positive relationships and communication with contractors and other agencies and professionals.
- ▣ Attend and participate in regular meetings.
- ▣ Treat all users of the school with courtesy and consideration.
- ▣ Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- ▣ Promote and ensure the health and safety of students, staff, and visitors (in accordance with appropriate health and safety legislation) at all times.

