

<b>Post Title: Caretaker – inc Sports Centre Duty Cover</b>	
<b>Department: Children, Young People &amp; Culture</b>	<b>Establishment/Post No:</b>
<b>Division/Section:</b>	<b>Post Grade: 6</b>
<b>Location: Parrenthorn High School Heywood Road Prestwich M25 2BW</b>	<b>Post Hours: 40 a week , full year, to be worked on a shift pattern to be agreed locally between 6.00am and 6.00 pm. (With adjustment to reflect when covering for Sports Centre Duty Manager, or when completing maintenance works)</b>
<p><b>Special Conditions of Service:</b> Full year staff to take holidays in periods of school closure. Postholders to be medically fit to undertake portagre duties and to use cleaning supplies &amp; equipment such as buffing machines &amp; cleaning chemicals.</p>	
<p><b>Purpose and Objectives of Post:</b> To work as part of a team with responsibility for the maintenance and security of the premises. To contribute towards the cleaning of the site alongside a team of cleaners, ensuring high standards are maintained in accordance with current Health &amp; Safety Legislation. To provide ad hoc cover for Sports Centre Duty Manager.</p>	
<b>Accountable to:</b>	<b>Operatoins Manager</b>
<b>Immediately Responsible to: Site Manager</b>	
<b>Immediately Responsible for:</b>	
<p><b>Relationships: (Internal and External)</b>  The postholder will be expected to maintain excellent relationships with all of the following:- Staff, outside agencies including contractors, suppliers, governors, parents and pupils.</p>	
<p><b>Control of Resources:</b>  The postholder will be jointly responsible for the maintainence of stocks of cleaning and domestic products within the school and also be a keyholder. The postholder will use equipment safely and in line with manufacturer instructions.</p>	

**Duties/Responsibilities:**

- The security of premises and contents including closing windows and ensuring doors and gates are kept closed as appropriate.
- Responding to emergencies outside of school hours (shared responsibility)
- Porterage duties, such as accepting deliveries and moving items within school
- Undertake maintenance activities to support the general upkeep of the school premises including painting and other minor works.
- To help support the preventative and planned maintenance works around school and working with external Contractors.
- Undertake regular site inspection to identify repairs and maintenance issues including school grounds and buildings
- Litter picking within school buildings and grounds
- Assistance with special events at school
- To carry out and record Health and Safety checks and statutory compliance such as fire doors , ladders etc
- Covering for other members of the site team as and when required

**Cleaning**

- To carry out day to day cleaning of a designated area, including washing, sweeping, polishing, dusting, hoovering, buffing & emptying bins
- To ensure the designated area is well maintained, reporting maintenance issues to the site manager
- To assist with the deep cleaning of the premises during school closures, including high level cleaning & floor stripping
- To cover the day to day cleaning of areas other than the designated patch during staff absence as and when required
- To maintain adequate stocks of supplies in the designated cleaning cupboard

**Other**

- To be aware of the main health & safety issues specific to school and how they relate to students, staff, visitors and contractors
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned)
- Appreciate and support the role of other professionals
- Contribute to the school ethos, aims and the development/improvement
- Attend and participate in meetings as required
- Participate in training and other learning activities and performance development as required
- Carry out any other duties, consistent with the grading of the post, as directed by the Site Manager/ Business Manager/Headteacher

**Safeguarding**

As an employee of Vision Multi Academy Trust, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

<b>Job Description prepared by:</b>	<b>Sign: M Heselwood</b>	<b>Date: June 2026</b>
	<b>Sign:</b>	<b>Date:</b>