

Torquay Girls' Grammar School



Name:	-
Job Description:	- Senior Caretaker
Salary Range:	- Grade G
Responsible to:	- Site Manager
Job Purpose:	- The Senior Caretaker is responsible for the upkeep and development of the school buildings and grounds, the security and compliance of the facilities and undertaking health and safety procedures to ensure a safe environment for staff, students and visitors.

Core Responsibilities

Security

- To undertake opening and/or closing of the premises to include setting/un-setting alarm systems
- To be a keyholder
- To be part of a call out team in the event of alarm activation and take appropriate action
- To ensure the security of the school site and buildings, including securing the buildings or arrange for such in the event of damage to windows or doors
- To check the site and buildings to ensure the site is safe for students and staff
- To check doors, locks, gates, keypads and windows to ensure fully operating
- To share information with police and alarm monitoring companies if required in the event of a break-in or fire
- To routinely check security devices and report to the Site Manager any defects
- To monitor contractors working on site, ensuring they are complying with school policies and practices

Maintenance

- To undertake a range of planned and reactive works to keep the buildings fit for use and in a safe condition
- To liaise with and where required monitor contractors undertaking repairs and service work to the site
- To assist the Site Manager in producing a list of works required and ensuring supplies are available for these works
- To undertake decoration, minor plumbing, carpet tile fitting and other refurbishment work within skill range
- To undertake regular grounds maintenance work including grass cutting and hedge trimming
- To test emergency lighting, fire alarm call points, take water temperature readings, perform flushing, and check fire equipment on a routine recorded cycle

Health and Safety

- To be responsible for self and others in compliance with the school Health and Safety policy and procedures
- To be point of contact for emergency calls and to take appropriate action
- To assist the Site Manager in the production of risk assessments for self and the site team
- To maintain all tools and equipment, workshops and storage areas in a safe and efficient manner

Lettings and Evening Events

- To liaise with relevant staff to ensure that facilities are set up as required for lettings and events
- To respond to site issues arising during lettings and events
- To be the on-site point of contact for evening hirers and event organisers
- To manage access to the site and arrange signage for out-of-hours users
- To work flexibly to cover later events

Other

- To operate heating, cooling, water and lighting systems to ensure the school is ready for use at the required time and is as energy efficient as practicable
- To assist or cover for other team members in the cleaning and caretaking roles as required

General Duties

- To be available to respond to out of working hours unforeseen emergencies, including evenings and weekends (time off-in lieu will be given)
- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy
- To engage with relevant training and professional development related to the role
- To refer regularly to staff notices
- To contribute to the overall ethos/work/aims of the school

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: Date: