

Job Description

Job Title:	Caretaker/Site Manager – English Martyrs Catholic Primary School, Rugby.
Responsible to:	Principal
Job Purpose:	<p>Works under broad direction and laid down procedures.</p> <p>Responsible for managing caretaking services to all buildings forming the school site, ensuring a safe and secure environment.</p> <p>Has responsibility for undertaking minor or temporary maintenance and repairs.</p> <p>Drives minibus.</p> <p>Supervises school caretaking/premises staff.</p> <p>Responsible to the Headteacher or nominated representative for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site as necessary.</p> <p>Contributes to the school's statutory duty to safeguard and promote the welfare of children.</p> <p>Support/train cleaners as and when necessary</p>
Salary:	SCP 5-6 Band E (£25,583 - £25,989)
Hours:	37 hours per week for 52 weeks per year

Main Responsibilities:

Catholic life and Mission

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

Key Responsibilities:

Security:

- Carry out security procedures for the school buildings and grounds
- Routine and non routine opening and closing and security of premises and grounds
- Take action to prevent trespass on the premises
- Ensure unauthorised parking of vehicles does not occur
- Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours.

Cleaning:

- Support cleaners as and when necessary

Maintenance:

- Ensure that site is maintained and fit for purpose
- Carry out minor maintenance work and repairs including decorating.
- Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff.
- Check for and report damage as appropriate
- Direct contractors to sites of repair and maintenance work

- Inspect work of contractors where satisfaction note required
- Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water
- available
- Carry out frost precaution procedures
- Carry out procedures in event of fire, flood, breaking and entering, accident or major damage
- Provide emergency access in the event of snow or minor flooding or similar emergency situations
- Ensure playing areas and paths are free from litter and clutter.
- Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages
- as necessary
- Ensure that caretaking and cleaning equipment is in a safe and working condition
- Undertake occasional painting (of classrooms, corridors and other areas)

Stock:

- Order and receive delivery of stock, materials etc, ensuring appropriate storage.
- Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders as necessary

Lettings:

- Prepare for after-school activities and ensure accommodation is prepared for normal school use
- Undertake school lettings in accordance with the lettings procedures

Other:

- Check fire alarm systems
- Ensure all accurate paperwork is maintained and logged onto the Health and Safety Portals as required.
- Ensure compliance with school policies, eg Health and Safety, security, safeguarding and procedures are maintained.
- Assist Principal (or nominated representative) in undertaking risk assessments
- To monitor standards of work undertaken by outside agencies and make routine reports to the required individuals (e.g. Headteacher, Estates and Facilities Lead).
- To undertake minor routine maintenance including plumbing, carpentry, electrical work, painting and general building work in accordance with instructions and current safety legislation.
- To monitor/supervise the cleaning and grounds maintenance staff (where applicable).
- To oversee schedules and routine maintenance liaising with contractors and suppliers as necessary.
- To operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation and ensure that the most cost-effective use is made of such systems.
- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

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

Signature: _____ Date: _____

Print Name: _____