



JOB DESCRIPTION

Job Title:	Caretaker
Location:	Across Westcountry Schools Trust (initially based at Holbeton Primary School)
Salary:	Devon Grade D (£26,824 - £28,598 FTE)
Hours:	11 hrs 30 minutes per week
Reporting to:	Mrs S. Honywill, Headteacher
Responsible for:	Maintenance and management of school site and buildings

Job Purpose

The Caretaker supports the effective operation of the trust and works to uphold and promote its vision and values.

To undertake caretaking, at Holbeton School and other schools in WeST, as required. Undertaking maintenance tasks both reactive and planned. Undertake inspections of school premises and resolve any findings. Embrace a positive Health and Safety culture.

Key Duties and Responsibilities

At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.

- Primary responsible person for day-to-day maintenance as directed across schools within the WeST.
- Security of premises and their contents; the post holder must be available for emergency call outs.
- Delivery of compliance contracts and in-house provision and maintaining of records
- Compliance with the Environmental Protection Act by continuous clearance of litter, both inside and outside school buildings.
- General portorage.
- Emergency cleaning including the unblocking of drains, toilets, etc.
- Continuous inspection of school premises for damage and vandalism, making good immediately any defects and reporting to the Headteacher.
- General handyman duties, to include decorating.

- Issue and control of consumables.
- Promoting the image of schools within WeST.

Security

- Carry out a daily visual inspection of the building for damage and break-ins.
- Liaise with the Headteacher and in his/her absence the Police/Fire Brigade in cases of break-ins and fires etc.
- Switch on/off intruder alarms, internal lights and external lights as necessary.
- Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to the Headteacher.
- Check operation of all alarms, fire extinguishers (visual check), emergency lighting and fire hoses etc on a regular basis and record these checks.
- Maintain a high level of security in areas which IT or other expensive resources are kept.
- Check and make safe water and electric isolators after damage or break-ins.

Maintenance

- To monitor all contractor personnel on sites, accompanying them on/off sites as necessary. Ensure that work is satisfactorily completed.
- Identify and report any repairs, maintenance and replacement that require rectification.
- Initiate orders for repair.
- Liaise with staff from other departments and outside contractors.
- Carry out basic maintenance work.
- To ensure that arrangements for maintenance and minor repairs are affected as quickly as possible.
- To install, maintain or repair items as appropriate to the fabric of the building, for example (subject to the capabilities of the postholder):
 - a. Plumbing (e.g. leaking taps)
 - b. Joinery
 - c. Painting and decorating
 - d. Plastering small areas
 - e. Reglazing at ground level
 - f. Electrical (to make safe broken fittings etc)
 - g. Gas (to make safe leaks – isolate supply at the earliest opportunity).

- To report emergencies in the case of faults with electric and water supply to the Headteacher.
- Check and replace faulty lights, tubes, bulbs, diffusers and starters on a regular basis. Fit or change electrical plugs if competent. Clean light fittings and test their operation weekly.
- Check fuses and replace with manufacturers recommended fuse. Checking fuse boards where a circuit has been broken. Note: electrical repairs should only be carried out with the relevant training - repairs to fuse boards are to be carried out by a qualified electrician only.
- To ensure heating plant and equipment is effectively operated, make adjustments as necessary and report defects and malfunctions to the Headteacher.

Cleaning

- Ensure that caretaking equipment is clean, safe to use, and correctly stored.
- Carry out basic maintenance of caretaking equipment in accordance with the manufacturer's instructions. Report faults to the Headteacher.
- Transport refuse to bin/skip areas from agreed collection points. Dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To undertake emergency cleaning and other occasional cleaning as specified during normal hours after ill children, floods, or other incidents, or additional cleaning in toilet areas.
- Mop up and remove spillages, floods, vomit, waste and other substances requiring removal in line with agreed procedures.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc.
- Carry out an inspection after staff/contractors have completed their tasks, reporting any problems to the Headteacher, or bring room(s) up to the required standard.
- Keep internal parts of sites litter free and carry out a daily inspection.
- Where necessary,
 - a. Clean and tidy all play areas, paths, gullies and drains on a regular basis.
 - b. Remove all litter and leaves from hard/soft ground areas related to sites.
 - c. Carry out basic groundsmanship duties when assistance or cover is required between contractor visits.
- Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- To clean windows subject to safe working practices.

General Duties

- To impart special skills and knowledge to colleagues as appropriate.
- To undertake portage tasks as required including setting up and clearing away furniture and the distribution of goods delivered to the school.
- Set out and put away furniture and equipment for functions, lettings and meetings.
- Arrange temporary signs in car parks and buildings as necessary.

Administration

1. Maintain a safe and healthy environment for all site users. Ensure compliance with health and safety requirements at all times.
2. In consultation with the Headteacher, order and collect goods required for the efficient completion of any caretaking or maintenance job. Ensuring the proper and efficient use of fuel, materials and equipment provided to carry out the role.
3. In consultation with the Headteacher, monitor stock levels of items such as grit, light bulbs/tubes and inform the Headteacher when stock needs replenishing.

To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.

To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).

Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.

To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description reflects the main responsibilities of the role at the time of writing. The post holder may be required to carry out other reasonable duties consistent with the role as circumstances evolve.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment	Essential or Desirable	Application Form	Interview (or other selection activity)
The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.			
Qualifications:			
Level of education equivalent to 5 passes at GCSEs (level 9-4/A-C) NVQ2 or demonstrable relevant experience	E	✓	
Relevant training or experience with water management, fire regulations, asbestos awareness and IOSH	D	✓	
Trade qualification relevant to the role	D	✓	
Experience:			
Working knowledge of COSHH	E	✓	
Experience of moving and handling practices	E	✓	
Demonstrate good practical knowledge and experience in trade works	E	✓	✓
Awareness of Health & Safety at work	E	✓	✓
Previous experience of having primary responsibility for day-to-day maintenance	E	✓	
Knowledge, Skills and Abilities:			
Team based approach to work	E	✓	✓
Communicate effectively with key stakeholders	E	✓	✓
Ability to work effectively, using own initiative. Self-motivate with the willingness to learn and adapt	E	✓	✓
Commitment to work flexibly to meet the business requirements	D	✓	✓
Methodical approach to problem solving	D	✓	✓
Due to the nature of the role, the ability and willingness to work and travel to different Trust sites. Developing links between schools and the community.	E	✓	✓
Personal Characteristics:			
Good interpersonal skills	E	✓	✓

Willingness to work as part of a team	E	✓	✓
A good sense of humour	E	✓	✓

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VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		✓
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	E		✓
Integrity:			
We act ethically, transparently, and with financial propriety	E		✓
Compassion:			
We recognise need and act with positive intention to support wellbeing	E		✓
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity	E		✓