

## **Aldercar High School**

### **Job Description**

<b>Job Title</b>	<b>Caretaker</b>	<b>Job Grade: 5</b>
<b>Job Family</b>	<b>Construction &amp; Maintenance</b>	
<b>Hours</b>	<b>37 hours, 52 weeks. Flexible working essential</b>	

#### **PURPOSE OF THIS ROLE**

To provide an efficient and effective caretaking and cleaning service for the site; ensuring that the security and general appearance of the site are maintained according to the required standards.

#### **KEY RELATIONSHIPS**

Line Managed by the Site Manager/Deputy Site Manager. You will be formally accountable to the Headteacher.

The role involves regular liaison with other teaching and support staff in school.

The post holder will develop effective working relationships with external contractors and regularly liaise with community users of the facilities.

#### **Key result areas include:**

- Work flexibly across the week, including regular daytime, evening, and occasional weekend hours, to meet the operational needs of the school.
- Operate and monitor heating plant, boilers, and associated equipment efficiently and effectively, reporting any defects or malfunctions promptly to the Site Manager.
- Maintain the security of the school premises, including the operation of security lighting, fire alarms, and intruder alarm systems, and participate in the school's out-of-hours call-out rota.
- Carry out moving and handling tasks, including setting up and clearing away furniture, and transporting deliveries and equipment across the site.
- Ensure the safety of the site by maintaining clear and secure access routes, monitoring site conditions, and safeguarding the security of buildings and their contents.
- Under the direction of the Site Manager, provide day-to-day supervision of the cleaning team, ensuring attendance is recorded, staff have access to appropriate equipment and materials, and any issues or absences are reported. Ensuring classrooms, corridors, toilets, offices, and communal areas are cleaned to required standards, including sweeping, mopping, vacuuming, dusting, and emptying bins.
- Ensure all cleaning equipment is used safely, stored correctly, and maintained in good working order.
- Carry out routine and deep-cleaning tasks across the school site to maintain high standards of hygiene and presentation.
- Follow COSHH regulations and safe working practices at all times.
- Support the operation of school lettings, ensuring areas are prepared, secured, and presented appropriately for community use.
- Drive the school minibus when required, which may include transporting students to and from off-site activities, in accordance with school policies and safety requirements.

- Conduct regular site inspections to identify maintenance issues, health and safety hazards, or environmental concerns, reporting findings to the Site Manager and taking appropriate action where required.
- Carry out basic maintenance and repair tasks, including unblocking drains, replacing light bulbs, repairing fixtures and fittings, and addressing minor plumbing issues.
- Assist with planned maintenance schedules, supporting external contractors by providing access, information, and supervision where necessary.
- Manage waste and recycling across the site, ensuring bins are emptied and waste areas are kept clean, tidy, and compliant with environmental standards.
- Ensure all tools, materials, and equipment are stored securely and maintained in safe working condition.
- Prepare rooms and spaces for school activities, exams, meetings, and events, ensuring appropriate layout, furniture, and equipment are in place.
- Support the monitoring and recording of statutory checks, such as emergency lighting, legionella flushing, fire safety equipment, and playground equipment inspections, in line with school procedures.
- Maintain external grounds where required, including sweeping, litter picking, clearing leaves, and ensuring outdoor areas remain safe and presentable.
- Assist with the receipt, checking, and distribution of deliveries, ensuring items are stored appropriately and safely.
- Provide support during emergency situations, including fire evacuations, lock-downs, medical incidents, or building failures, in accordance with school policies.
- Promote and uphold high standards of site safety, security, and presentation at all times, acting as a key holder for the premises.

### **Adverse Weather Responsibilities**

- Take prompt action to ensure safe access to the school site during adverse weather conditions, including snow, ice, heavy rain, and strong winds.
- Grit and clear pathways, entrances, car parks, and other key areas to maintain safe movement around the site.
- Monitor weather forecasts and respond proactively to changing conditions, informing the Site Manager of any risks or additional resources required.
- Check buildings for weather-related damage (e.g., leaks, blocked gutters, fallen branches) and report or address issues as appropriate.
- Ensure heating systems are functioning effectively to maintain suitable temperatures during cold spells.

## **General Responsibilities:**

### **People Management**

None

### **School Policies and Procedures**

Actively support the School's Policies and Procedures.

### **Health and Safety**

Ensure own compliance with the School's Health & Safety policy/procedures and that of users of the school facilities.

### **Risk Management**

Comply with Risk Assessments pertinent to the role. Contribute to risk awareness through carrying out of duties and raise issues where appropriate

Carry out any additional duties within the overall function commensurate with the grading and level of responsibility of the job.

**Aldercar High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## PERSON PROFILE

<b>Job Title:</b>	<b>Caretaker</b>	
<b>Job Family:</b>	<b>Construction and Maintenance</b>	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Experience</b>	Building security  Full range of caretaking and cleaning duties  Working with heating systems  Working within a customer focused environment	Previous experience of working in an educational setting  Previous experience of driving a mini-bus.	Application Form Interview
<b>Skills and knowledge</b>	Knowledge of using full range of cleaning equipment and materials  Good organisational skills to manage own workload  Health & Safety procedures and safe working practices  Ability to undertake minor repairs and maintenance		Application Form Interview
<b>Personal Effectiveness</b>	Good work ethic and time management  Ability to communicate effectively verbally and in writing  Demonstrate a flexible approach to work		Application Form Interview
<b>Qualifications</b>		NVQ II in Cleaning Building interiors.  Mini-bus driver qualification  Emergency First Aid at Work certificate	Application Form Certificates
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