

Job Description

Caretaker



Job Category: Support Staff
Reports to: Headteacher/Site Manager
Line manages: Cleaners

Purpose of the Role

To provide an on-site service including security of the premises and its contents, heating and lighting of the premises, cleaning of specified areas, portage and minor maintenance repairs.

Key Duties and Responsibilities

- To be responsible for the security of the premises and its contents. To be responsible for the routine and non-routine (e.g. emergencies) opening and closing of the premises. To report to the head of the establishment trespass, theft or unauthorized parking vehicles on the premises.
- To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with Lincolnshire County Council guidance contained in the Health and Safety manual, recording the event and any issues arising. Checking and testing battery banks for emergency lights where relevant. Regular checking and recording with the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations.
- To be responsible for the heating and lighting of the premises including necessary frost precautions. To report system failures to the nominated officer. To ensure the satisfactory maintenance/repair of equipment and that adequate stocks of fuel are maintained.
- To be responsible for the cleaning of a specified area in accordance with the County Council's standards and methods. To ensure that all cleaning equipment/materials are maintained in a clean, safe and efficient working condition.
- To ensure that adequate supplies of caretaking stores are maintained and records kept. To receive deliveries of stores, materials and other goods delivered to the school and arrange storage.
- To carry out minor repairs and where necessary to the appropriate officer those which require the attention of outside contractors. To admit contractors' employees to premises and direct them to their job location.
- To ensure that external areas, paths and drives remain free from litter and that all drains and gullies are free flowing and clean, as appropriate. To clear pathways of snow and apply salt when required.
- To deal with lettings as agreed with the head of establishment and submit claims as appropriate.
- To carry out regular inspection of ancillary equipment (e.g. pumps in areas of flooding). Where applicable to operate plant and equipment for swimming pools including attention to water heating and treatment and cleaning as described

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.