

Job Description	
Job Title:	<i>Caretaker</i>
Location:	<i>St John Fisher Catholic Primary School, Littlemore</i>
Responsible To:	<i>Headteacher, School Business Manager</i>
Contract:	<i>Permanent: 52 weeks per year</i>
Salary Grade:	<i>Grade 5</i>
Working Pattern:	<i>Monday – Friday</i>
Working Hours	<i>15 hours per week (flexible working hours may be considered)</i>

Job Purpose

Under the guidance of the Headteacher and School Business Manager, and working to agreed schedule of work, be accountable for the security and maintenance of the school site ensuring that the grounds and buildings are safe, clean and well maintained at all times.

Key Responsibilities

Site Security and Daily Operations

- Act as a daily keyholder, unlocking/opening the school gates and deactivating the intruder alarm to enable staff access
- At the end of each day, ensure that buildings and grounds are safe and secure prior to locking the site
- Promote the safety and wellbeing of all children, staff and visitors by ensuring that the site is monitored, hazards are identified and safety concerns are reported via the approved channels
- Support the preparation of rooms and spaces for school events (e.g. assemblies, productions), including setting out chairs and assembling/disassembling staging
- Move furniture, equipment and resources across the site as required, using appropriate manual-handling techniques and equipment

Buildings Maintenance

- Carry out minor repairs to fixtures, fittings and fabric of the building, including painting, decorating and basic joinery
- Undertake routine visual safety and condition checks throughout the buildings, reporting issues promptly

Grounds Maintenance

Working to an agreed maintenance schedule:

- Maintain the appearance and cleanliness of the school grounds, ensuring they are tidy, safe and welcoming
- Monitor the grounds for hazards, taking action where appropriate and reporting concerns via the approved channels
- Ensure the safety and security of the school chickens, coop and run
- Conduct regular visual condition checks of outdoor equipment and hard landscaping
- During icy weather, apply rock salt to doorways, walkways and playgrounds to ensure safe entry & egress

Health and Safety Compliance

- Undertake required compliance checks, including but not limited to monthly hot-water checks and fire-alarm call-point testing, and accurately record outcomes using Smartlog
- Ensure that all tools, machinery and equipment are used in accordance with training and risk assessments, and are maintained safely in line with statutory requirements
- Monitor the operational status of plant and mechanical equipment (e.g. boiler room, pump house) and maintain cleanliness in these areas

Support for School Operations

- Move materials and resources across the site as required, using appropriate equipment
- Assist with planned maintenance and respond efficiently to day-to-day issues arising across the site

Professional Duties

- Undertake relevant training to maintain up-to-date knowledge of safeguarding, health and safety and site-management expectations
- Attend mandatory staff training sessions and INSET days linked to safeguarding and health & safety legislation
- Undertake overtime when agreed with the Headteacher
- Respond to emergency call-outs during school closure periods as required
- Follow all lone-working policies and risk assessments, recognising that the role involves significant periods of lone working
- Carry out any other reasonable duties commensurate with the role and grade

Safeguarding

At St John Fisher Primary School, we are committed to promoting the safety and wellbeing of all children and staff. Any offer of employment is subject to satisfactory references and enhanced Disclosure & Barring Service (DBS) checks. Online Screening checks will be carried out as part of our recruitment process

Review of the Job Description

This job description will be reviewed annually and may be amended to reflect the evolving needs of the school.