



### **Job Description & Person Specification**

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| <b>1. JOB TITLE:</b>       | <b>Caretaker</b>                               |
| <b>2. GRADE:</b>           | <b>Scale 4</b>                                 |
| <b>3. SCHOOL:</b>          | <b>Highfield Primary School</b>                |
| <b>4. RESPONSIBLE TO:</b>  | <b>Headteacher and School Business Manager</b> |
| <b>5. RESPONSIBLE FOR:</b> | <b>Directly: None<br/>Indirectly: None</b>     |
| <b>6. CONTACTS</b>         | <b>Internal:<br/>External: Suppliers</b>       |

### **Job Description**

#### **7. JOB PURPOSE**

To be responsible, under the general supervision and direction of the Head Teacher and School Business Manager, working as part of a team, assisting in the maintenance and security of the site thereby ensuring a safe working environment.

#### **8. MAIN DUTIES AND RESPONSIBILITIES**

1. The security of the School buildings and grounds.
2. The maintenance and repair of fittings, furniture, minor plumbing, changing light bulbs, unblocking drains, repairing door furniture. This list is not intended to be exhaustive and may be added to as required by the Head Teacher and School Business Manager of the School.
3. The maintenance and decoration of certain aspects of the buildings, e.g. painting interior and exterior areas of the building.
4. Operation of heating systems for the Site.
5. The cleaning of internal and external areas of the site.
6. General portorage duties as required.
7. Collect and assemble waste for collection.
8. The cleaning of windows and glazed areas in accordance with the School safety policy.

9. To work with the School Business Manager maintaining a rigid system to monitor all works carried out by contractors and to keep a log of any works carried out by themselves.
10. To cover lettings, allowing access and egress to the premises and checking that the areas are returned in the same condition as they were let.
11. To cover for the key holder as required.

## **DUTIES**

### **1. Security of Site and Premises**

As delegated by the Site Manager.

- 1.1 Opening the School premises at an appropriate time when legitimate access is required. Deactivating the intruder alarm systems; unlocking gates and external/internal doors. Checking that the premises have not been disturbed or damaged.
- 1.2 Securing the School premises as required when its facilities are no longer required. Checking that all occupants have vacated the Site; ensuring that all windows are closed and locked; ensuring that all unnecessary lights and electrical equipment are switched off; locking all secure areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of the keys to the premises at all times.
- 1.3 Providing access to the School for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- 1.4 Taking appropriate action regarding trespassers, including informing the Site Manager or Principal as appropriate.
- 1.5 Carrying out regular inspections with the School Business Manager and Council to ensure that the School premises comply with Health & Safety requirements at all times, referring more serious matters to the School Business Manager or Head Teacher for action to be taken.
- 1.6 Supervising lettings, as and when they arise which will include:- Cleaning all hired rooms and setting out furniture prior to the letting, as necessary; ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the Site and monitoring security and the condition of the toilets during the letting, taking remedial action as necessary; checking the condition of the rooms at the end of the letting, cleaning as necessary; securing the buildings and site.

- 1.7 Refill and replace consumables e.g. soap & towels.
- 1.8 Report faulty equipment to the School Business Manager.
- 1.9 Support the School's Energy targets ensuring lights and other equipment are turned off as appropriate. Undertake annual PAT after completion of recognized training.

## **2. Maintenance, Repairs and Decoration**

- 2.1 Inspecting the School site and premises, on a regular basis, to identify the need for repairs or improvements under the direction of the School Business Manager; undertaking these and referring matters to the School Business Manager or Head Teacher for remedial action to be taken where appropriate. (Appendix 1 provides a list of some of the items to be inspected)
- 2.2 Assisting the School Business Manager in carrying out regular inspections, testing and servicing of ancillary equipment, e.g. fire alarm systems, to ensure that they are in an operational condition, referring matters to the Head Teacher for remedial action to be taken where appropriate.
- 2.3 Carrying out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition, referring matters to the Principal for remedial action to be taken where appropriate. (Appendix 2 provides a list of some of the items to be covered by these requirements).
- 2.4 Undertaking any works subject to relevant Health & Safety regulations.
- 2.5 Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as necessary, up to a height of 3 metres (or above that height with the aid of access equipment but only after the relevant training has been undertaken). Checking on a regular basis for broken diffusers and shades etc; undertaking minor repairs/replacements in compliance with safety standards, referring matters to the School Business Manager for remedial action to be taken as necessary.
- 2.6 Ensuring that all drains, gutters, gullies and gratings are free flowing and clean. Clearing any blockages where possible, referring matters to the School Business Manager for remedial action to be taken where necessary.
- 2.7 Undertaking repairs to existing fencing where necessary.
- 2.8 Ensuring proper access to and exit from the School site for contractors and directing them to the location of items or areas requiring repair or maintenance; monitoring the satisfactory completion of repair and maintenance work, referring matters to the Site Manager or Principal, as necessary.

## **3. Heating and Mechanical Services**

- 3.1 To have an understanding of heating and air conditioning systems. To be able to operate all heating and plant inclusive of air conditioning.

#### **4. Cleaning and Care of Premises and Grounds**

- 4.1 Working with the School Business Manager ensuring that the School grounds, premises and furnishings are maintained clean to a satisfactory standard in accordance with set requirements and methods.
- 4.2 Ensuring a supply of appropriate cleaning materials and basic equipment, ensuring the Site Manager is informed to order replacements as necessary.
- 4.3 Undertake ad hoc cleaning duties as required by the School Business Manager.
- 4.4 Ensuring that all hard covered areas and paths on the School site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets.
- 4.5 Moving dustbins for the disposal of refuse as appropriate; disposing of refuse by proper means and cleaning dustbin areas.
- 4.6 Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism and body spillages.
- 4.7 Checking on a regular basis that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the School, replenishing these as necessary.
- 4.8 Carrying out regular maintenance cleaning of toilet areas throughout the day as requested by the School Business Manager.
- 4.9 Removing unsightly litter from grassed areas and shrub beds of the School. Generally managing the gardening contract but duties could include planting seeds, digging flower beds, pruning, weeding strimming, mowing and pitch marking.
- 4.10 Cleaning windows and glazed areas both internally and externally in accordance with the School safety policy.

#### **5. Porterage and General Duties**

- 5.1 Removing, laying out, stacking and transporting furniture and equipment within the School as and when required.
- 5.2 Assist with receiving goods, distribution of materials and other goods. Where required making appropriate arrangements for the dispatch or collection of goods from the School.
- 5.3 Attending appropriate training courses as may be required from time to time.
- 5.4 Clearing snow/ice from paths, as necessary, to provide safe pedestrian access to the School sites and between buildings.

- 5.5 Ensuring that all work is undertaken in accordance with general and specified Health & Safety requirements.
- 5.6 Completing accident report forms as necessary and cooperating with any third parties investigating an incident.
- 5.7 Undertaking other appropriate duties the School Business Manager or Head Teacher may assign in order to maintain the effective day to day operation of the premises.

6.0 **Working for the School**

- 6.1 You must be willing to attend all training courses and develop knowledge of basic plumbing, electrical and decorating repairs as required by the Trust.
- 6.3 Willingness to gain awareness of COSHH regulations.
- 6.4 Have the ability to work as a member of a team and work as a positive role model.
- 6.5 Have the ability to relate well with children and adults. This list is not intended to be exhaustive and other duties will be required from time to time.

## **JOB DESCRIPTION FOR PREMISES SUPPORT**

### **ITEMS REQUIRING REGULAR INSPECTION**

1. Roofs for defects including flashings and blocked or defective gutters and down pipes.
2. Walls for cracks, loose or defective copings and brickwork.
3. Facings, window/door frames, door seals and windows and doors in general.
4. Toilet areas for leaks etc.
5. Boundary fences and gates for dangerous conditions.
6. Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces.
7. Walls and ceilings for damp patches, loose panels, cracks and defective fittings.
8. Window fasteners and door locks/hinges/handles for defects.
9. Floor coverings for defects.
10. Regular maintenance of taps and drinking fountains for operation and the temperature of the water. Also, the operation of any warm air hand-driers.
11. Manholes and gullies for structural damage, cracks or looseness.
12. Fire alarms and call points, fire fighting equipment, smoke alarms and security lighting (to be inspected weekly).

This list is not intended to be exhaustive and other duties will be required from time to time.

## **JOB DESCRIPTION FOR PREMISES SUPPORT**

### **ITEMS REQUIRING REPAIR/MAINTENANCE WORK**

1. Plumbing repairs including: unblocking sinks, toilets, urinals etc; and replacing tap washers.
2. Repairing or fitting shelving, notice boards and whiteboards etc
3. Repairing door handles/latches/locks and window fastenings and adjusting ill-fitting doors.
4. Repairing tables, desks, chairs etc. and replacing broken coat hooks.
5. Replacing towel and soap dispensers, basin plugs and basin/toilet chains. Securing and making safe toilet seats.
6. Making safe broken glass and windows while effecting temporary repairs.
7. Removing/replacing damaged and hazardous floor tiles. Replacing wall tiles.
8. Replacing light bulbs and damaged light diffusers.
9. Turning off water supply in event of emergencies.
10. Checking and adjusting ball valves in cisterns. Replacing float and arm in water storage tanks where accessible.
11. Winding and adjusting clocks and replacing batteries.
12. Attending to curtains and blinds, including fixing curtain tracks and taking down/ rehanging for cleaning and repair.
13. Cleaning out gutters, down pipes and roof outlets where safe to do so or appointing contractors.
14. Decorating, including wallpapering. Painting ceilings, walls, windows and woodwork in accordance with safety standards re working at height. Patch plastering and minor brickwork.
15. Clean carpets and clean windows
16. Ad hoc cleaning inclusive of toilets and body spillages.

This list is not intended to be exhaustive and other duties will be required from time to time.

## **JOB DESCRIPTION FOR PREMISES SUPPORT**

### **THE OPERATION OF HEATING AND AIR CONDITIONING SYSTEMS**

1. Checking heating systems for leaks (gas, water), checking insulation for defects and ensuring appropriate remedial action is taken.
2. Notifying the School Business Manager or Head Teacher of any malfunction of the system without delay.

This list is not intended to be exhaustive and other duties will be required from time to time.



### Premises Support

	Essential	Desirable
<b>Qualifications</b>		
N/SVQ Level 1 or equivalent experience or qualification or willingness to achieve this.	Yes	
Handyperson experience	Yes	
Health & Safety training	Yes	
<b>Skills/Abilities/Knowledge</b>		
Carpentry, plumbing, painting and decorating	Yes	
Good interpersonal skills and an ability to relate and communicate effectively with staff, pupils parents and contractors.	Yes	
Good written and verbal literacy and numeracy skills, Clear, legible handwriting	Yes	
Ability to keep neat and accurate records. Ability to work flexibly as part of a team Ability to show initiative when appropriate.	Yes	
An understanding of potential hazards to children both inside and outside the classroom and an ability to avoid hazardous situations whenever possible.	Yes	
Experience of working within an education setting and around children. Able to work to deadlines	Yes	
Able to take direction from line manager Good standard of spoken and written English. Good English comprehension	Yes	
<b>Personal Qualities</b>		
Awareness of Health & Safety standards	Yes	
Awareness of child protection and safeguarding children		yes
Caring, approachable, understanding, consistent, assertive and calm.	Yes	
Understanding of children's needs.		yes
Understanding and respecting the need for absolute confidentiality Adaptability and willingness to assist with other aspects of School life. Willingness to continue to learn and develop and train.	Yes	
Ability to work as part of a team.	Yes	
<b>Physical</b>		
The ability to meet the physical demands of the post	Yes	
<b>Equal Opportunities</b>		
An understanding of and a willingness to promote equal opportunities	Yes	