



JOB DESCRIPTION

JOB TITLE: Caretaker / Site Agent

RESPONSIBLE TO: School Business Manager

JOB PURPOSE:

To play a key part in the general maintenance and repairs, portage duties, H&S compliance and site security of the school premises, ensuring a safe environment for staff, pupils and visitors to the school.

To ensure that the site is 'school ready' whenever occupied by pupils.

KEY TASKS

Security & Access:

1. Oversee the security of the school site, including the locking / unlocking of the school buildings and areas, operation of the fire and burglar alarm systems and min key holder responsibility.
2. Undertake regular security checks, safety audits and risk assessments in accordance with the work schedule and identify security risks, and either act on them or report them, making recommendations for action to the School Business Manager as appropriate.
3. Monitor fire safety equipment regularly in accordance with fire safety inspection schedule and assist with carrying out fire drills, recommending improvements to safety where necessary.
4. Liaise with police, CYS Security and alarm maintenance contractors.
5. Ensure contractors / workers sign in and out using the signing in book, and that their vehicles are not causing an obstruction.
6. Provide emergency access to the school site when required.

Maintenance:

1. Be responsible for the implementation of a planned maintenance programme, organising and carrying out general repairs to ensure the upkeep and maintenance of the premises.

2. Oversee and monitor the electrical testing of portable electrical appliances and maintain appropriate records.
3. Undertake regular site inspections and identify and record any reactive repairs and maintenance requirements, undertaking repairs as directed by the School Business Manager.
4. Oversee the operation of heating, hot water and lighting systems, ensuring the premises are at the correct temperature at designated times, and water is at an appropriate temperature.
5. Empty litter bins, collect and assemble waste for collection, and support the school's recycling activities.
6. Undertake day-to-day cleaning duties as per the work schedule, including sweeping up leaves, debris removal and litter picking, and undertake emergency cleaning duties, eg spillages (including bodily fluids), animal excrement.
7. Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises as per the work schedule.
8. Ensure regular health and safety checks are completed, eg fire alarms, Legionella testing, water temperature etc.

Resources:

1. To advise the School Business Manager / Head Teacher on matters relating to energy control and conservation.
2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
3. Account for and monitor appropriate budgets for the site, together with the School Business Manager, to include budget lines for Buildings Maintenance, Grounds Maintenance, Cleaning & Caretaking, Water & Sewerage and Energy.
4. Porterage duties including ensuring satisfactory receipt distribution, collection and dispatch of goods to and from the school, and organising and participating in the movement of furniture, eg preparing for assemblies and events, breakfast club.

Supervision:

1. Liaise with school meals service contractors in relation to their use of the site and equipment, and the provision of their service where it impacts on site and / or health & safety issues.

2. Establish constructive relationships and communication with contractors and other agencies and professionals.

Minibus:

1. Carry out daily and weekly checks on the school minibus.
2. Arrange and take Minibus for MOT and services, including regular 10 week maintenance checks.
3. On completion of appropriate training, to drive the minibus for local school trips.

STANDARD DUTIES

4. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
5. To uphold and promote the values and ethos of the school.
6. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, IT and cyber security, health & safety, anti-bullying and safeguarding of children.
7. To take a proactive approach to health & safety, working with others to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school.
8. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the school.
9. To attend and participate in relevant meetings as appropriate.
10. To undertake any other additional duties commensurate with the grade of the post.

PERSON SPECIFICATION

Requirements	Essential & Desirable specifications
Education / Qualification	<p>ESSENTIAL</p> <ul style="list-style-type: none"> ● Literate ● Numerate ● Able to use a Windows computer ● Clean and current driving license <p>DESIRABLE</p> <ul style="list-style-type: none"> ● Relevant trade qualification
Skills and knowledge	<p>ESSENTIAL</p> <ul style="list-style-type: none"> ● Able to undertake a range of routine maintenance tasks ● Fluent in English and able to communicate in writing (email) and on the telephone ● <p>DESIRABLE</p> <ul style="list-style-type: none"> ● Knowledge of Health & Safety regulations
Personal qualities	<ul style="list-style-type: none"> ● Able to remain calm, positive and effective under pressure and to prioritise workload ● Able to work on own initiative and make decisions ● Able to develop positive and professional working relationships with staff, pupils, visitors and contractors ● Patience and good humour ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality
Motivation	<ul style="list-style-type: none"> ● To work hard and take pride in the job ● Commitment to achieving high standards ● Willing to work flexible / overtime hours when needed, including very occasional weekends / evenings ● Available for call-out duties (eg to respond to alarm) ● Flexibility to adapt to the school's changing needs
Physical	<ul style="list-style-type: none"> ● Ability to undertake manual work and to perform the jobs set out in the Job Description ● Ability to move and use domestic cleaning and maintenance equipment, and industrial type equipment according to regulations

