



Job Description

Job Title:	<u>Caretaker</u>
Name:	
Reporting to:	Headteacher
Salary:	Bucks Pay Range 2 point 11-15
Hours:	20 hours per week 2:30pm – 6:30pm, 52 weeks per year. 22 days annual leave to be taken during school holidays. Additional ad hoc overtime will be required to cover lettings, alarm call outs and clearing of site during bad weather.

Newtown School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main Purpose

The Caretaker will:

- Maintain the security of the school site.
- Be responsible for routine Health & Safety checks and statutory reviews (including COSHH).
- Be responsible for premises management and maintenance to ensure the site is kept clean and safe and in a good state of repair.
- Undertake emergency cleaning duties and support the cleaning staff where required.
- Assist with any movement of deliveries, furniture or anything else as required around the site.

Duties and Responsibilities

Security

- Main keyholder for the site attending alarm call outs where required.
- Unlocking/Locking and alarming of school premises ensuring all rooms, windows and doors are secure.
- Operating security and fire alarm systems.
- Unlocking/locking of site for events and lettings as required.

Health & Safety

- Ensure working practices comply with current H&S legislation including COSHH requirements.
- Carry out weekly and monthly tests ensuring correct paperwork is maintained, including:
 - Fire Alarm
 - Emergency Lighting
 - Legionella
 - Fire Extinguishers and Call Points
- Ensure all tools and cleaning products are stored correctly.

Premises Management & Maintenance

- Monitor the site to identify any maintenance issues and advise Bursar of any faults or repairs that are needed.



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- Carry out simple repairs and maintenance as required, including painting and decorating, minor plumbing repairs and carpentry work.
- Undertake grounds maintenance as required to ensure they are kept in a clean and safe condition, including playground equipment checks.
- Clear drains and guttering as required.
- Litter-picking and emptying of exterior waste bins across the whole site.
- Grit and clear snow and ice in bad weather to ensure safe access to the site for staff and children. This may involve working additional paid overtime.
- Jet wash outside areas where required.

Cleaning

- Emergency cleaning duties to support the cleaning team as required including covering absences.
- Routine cleaning of outdoor areas.
- Ensuring that termly deep cleans are carried out successfully.
- Monitoring of cleaning supplies and advising Bursar of stocks needed in good time.

General Duties

- Assist with all deliveries to the school ensuring the correct storage of all goods.
- Move furniture, equipment and supplies as required.
- Responsible for setting up and clearing away the stage and seating for termly assemblies and school events as required.

Safeguarding

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Promote the safeguarding of all pupils in the school.
- Follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Caretaker will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____