



Job Description

POST: Caretaker

GRADE: D1 to D2 subject to experience

CONTRACT: 32 hours a week split between two school sites

- *Elmtree Primary school: 20 hours per week Monday to Friday*
- *Curzon Primary School: 10 hours a week: Monday to Friday*
- *Some split shift work required*
- 52 Week Per Year

25 Days per year Holiday & 8 bank holidays

RESPONSIBLE TO: Headteacher but Line managed by Trust Operations Co-ordinators.

All staff have responsibility to take reasonable care for the Health and Safety of themselves and others when undertaking their work. All staff are responsible for cooperating with the LEA, school governors and Headteacher on all matters relating to health and safety by complying with The School's Health and Safety Policy.

PURPOSE OF ROLE: Under the general direction of the Headteacher and Operations coordinators, provide efficient services and processes that allow the whole school to operate safely and securely within a healthy environment.

This position is varied and often practical role. It requires a proactive and motivated individual who can act on their own initiative with minimal supervision. In addition to good maintenance skills, you need to be flexible and able to respond to the changing demands.

- Security of the school building and site
- Ensuring that Health and Safety regulations are followed throughout the school
- Maintenance of the school buildings and grounds to a high standard
- Porterage duties e.g. moving and unpacking delivery boxes

SECURITY:

- To be a designated key holder
- To be the first contact for emergency calls outs outside of core hours
- Review risk assessments relating to the school buildings and grounds, to ensure that pupils, staff and other users have a safe workplace or facility to use
- To adhere to security systems and procedures in place in relation to the building and premises under the direction of the Operations Coordinators.
- To alert the HT of any risk to a breach of security and deal with any incident affecting security as directed
- Review the site to check for hazards, damages and intruders

- Manage lettings on site and ensure site safety
- Open and close the school for evening use at times arranged by the Headteacher and Operations Coordinators
- Checking and securing the school premises subsequent to out of hours intruder alarm activation

HEALTH AND SAFETY:

- Act under direction of the Health and Safety Co-ordinator for all H&S elements (including COSHH) within the school and undertake all relevant training
- Be proactive in reducing the potential for H&S issues arising
- To follow the requirement of the asbestos and legionella risk assessments and ODBST policy.
- Provide safe access to the school in the event of snow, ice or flooding – this may require flexibility of start time in Winter
- Ensure that fire alarms are checked weekly
- Fire warden duties in conjunction with the HT/Ops Coordinators
- Maintain compliance checks and enter data accurately via smartlog for required H&S checks e.g. legionella checks, fire alarm testing
- Responsible for arrangements relating to the collection and safe disposal of all waste
- Ensure that all tools and cleaning products are stored correctly and are not accessible by pupils
- Support annual PAT testing being carried out by contractor
- Ensure that all escape routes and potentially hazardous areas are kept clear from obstruction.
- Maintain play areas and outdoor equipment, checking their condition daily

PREMISES MANAGEMENT & MAINTENANCE/REPAIRS:

- Develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair
- Assist in arranging and overseeing any alterations, redecoration, building and maintenance works, including monitoring the work of contractors
- Carry out repairs and maintenance of the building, fixtures, fittings and furniture
- Instruct and monitor the gardening contractors to ensure grounds care work undertaken is completed to specified standards and schedule whilst following safe working practice. Liaise with contractor as necessary
- Work with Operations coordinator to establish and maintain a list of repairs / improvements
- Monitor the school heating and hot water systems
- Ensure grounds are kept in a clean safe condition through undertaking the clearing of paths e.g. clearing of moss, drains, gullies and car park
- Litter picking to ensure grounds are kept in a tidy condition
- To maintain the plant rooms and storage areas in an uncluttered, clean & tidy state
- Take appropriate action in an event of plant malfunction in the boiler room.

CLEANING:

- Monitor the performance of the contracted cleaning staff to ensure that the relevant work is carried out and to required standards.
- Carry out cleaning as and when required including emergencies e.g. leaks, spills.
- Support keeping the school clean and tidy.

PORTERAGE:

- Assist with all deliveries to the school, ensuring the correct storage and distribution of all goods, after they have been checked
- Move furniture, equipment, supplies etc.
- Arrange for the disposal of redundant furniture and equipment

GENERAL DUTIES:

- Ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- Responsible for setting up and clearing away stage, seating, furniture and equipment for end of term assemblies and other school events as necessary
- Collect and dispose of all waste, refuse and surplus materials
- To provide regular, clear updates of tasks completed so both manual and computerised records can be maintained.
- Undertake such training as is required to be able to meet the requirements of the post

OTHER RESPONSIBILITIES:

- Maintain a visible, professional profile within the school
- Act in a professional, polite, tactful and diplomatic way at all times to all contacts
- Comply with all relevant legislation and school policies.
- Be aware of the sensitive nature of information learned during the course of duties and to maintain confidentiality at all times.
- Participate in the School's performance management process.
- Responsible for promoting and safeguarding the welfare of children and young people within the school. To be fully aware and understand the duties and responsibilities in relation to child protection and safeguarding children

This job description describes in general terms the duties and responsibilities which the post holder will be expected to undertake. In addition, duties may vary from time to time at the discretion of the Headteacher/ODBST. The job description may be changed at any time after consultation with the employee.

PERSON SPECIFICATION

CRITERIA	QUALITIES	DESIRABLE OR ESSENTIAL
Qualifications	<ul style="list-style-type: none"> ➤ Level 2 Award in Support Work in Schools ➤ Health and Safety Qualifications ➤ First aid at work ➤ COSHH ➤ Legionella awareness ➤ Asbestos Awareness 	<ul style="list-style-type: none"> ➤ D ➤ D ➤ D ➤ D ➤ D ➤ D
Experience	<ul style="list-style-type: none"> ➤ Caretaking ➤ Building maintenance ➤ Security, including alarm systems ➤ Cleaning work ➤ Some DIY ➤ Working in a team ➤ Working with contractors 	<ul style="list-style-type: none"> ➤ D ➤ D ➤ D ➤ D ➤ E ➤ E ➤ E
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of health and safety regulations ➤ Ability to work flexibly, independently and as part of a team ➤ Basic DIY skills ➤ Ability to plan, organize and prioritise ➤ Ability to use email and IT systems at a basic level 	<ul style="list-style-type: none"> ➤ D ➤ E ➤ E ➤ E ➤ E
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and 	<ul style="list-style-type: none"> ➤ E ➤ E ➤ E ➤ E ➤ E

CRITERIA	QUALITIES	DESIRABLE OR ESSENTIAL
	equality > Embraces change well > Deals with difficult situations effectively > Able to work flexibly and out of school hours as required	> E > E > E
Physical requirements	> Be reasonably fit to carry out the duties of the job > Able to carry out some manual handling and lifting > Able to carry out work at high levels using appropriate equipment	> E > E > D

Notes:

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

If you don't have all of the experience listed above but are interested in applying, contact the SBM at Cold Harbour school.

Last review date:

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____