



Job Description Caretaker/ Site Operative

Post	Caretaker/Site Operative
Responsible to	Operations Manager
Contract and Salary	Grade 5 point 9 – 17 (£27,254 - £31,022) Contract / Hours: Permanent, Full-time Hours of Work: 37 hours per week over a fortnightly shift pattern: Shift 1: 6:00am – 2:00pm Shift 2: 10.30am - 6.30pm Some late evening or weekend working and flexibility will be required.
Job Purpose	• Be responsible, for the security, safety, maintenance, and cleanliness of the site and buildings. • Provide portorage of Academy deliveries. • To undertake tasks to ensure the maintenance, security and health and safety of the school site (including grounds, buildings, facilities and equipment, ensuring efficient and effective operation.) • Responsible for health and safety compliance requirements.

The following outline gives a range of duties and responsibilities which reflect the position:

General

- Upkeep of general care of the school
- Storing and arranging removal of waste
- Ensure litter bins are regularly emptied
- General maintenance and minor repair work
- General portorage duties and moving of furniture
- Checking damage/security daily on arrival at the premises
- Lettings as required – opening, closing and general duties
- Preparation of halls for functions as required
- Synchronise clocks, time switches, etc. as required
- Receive and check goods and supplies and deliver to appropriate place for storage
- Ensure clear passage is maintained on fire escape routes
- Carry out routine testing and recording to ensure compliance with health and safety legislation and environmental standards
- Report building, furniture, fittings and equipment defects to the Operations Manager
- Any other work deemed appropriate by the Operations Manager

Security & Key Holder Responsibilities

- Open and close the school on a rota basis, unlocking and locking appropriate gates, doors, windows and buildings for the purpose of school use
- Activate and deactivate school alarm systems.
- Checking and securing the school premises after out of hours intruder alarm activation
- Register as main key holder and be the point of contact in an emergency call out situation
- Allow access to builders/contractors working on site during holiday or weekend periods
- Check the proper operation and function of all alarms, emergency exits and entrances and ensure that fire-fighting equipment is in place

External Maintenance

- Maintain cleanliness and general tidiness of all external hard areas and empty litter bins as necessary
- Clean and clear drains and gullies and ensure effective and healthy operation
- Inspect outside fabric of school and report/repair defects as appropriate
- Check roofs for debris, moss growth, etc.
- Inspect gates, fences, lights, etc. and report/repair defects as necessary
- Remove or obscure graffiti as instructed
- Keep hard surfaces free of moss and weeds
- Make safe any hazards and ensure that area is cordoned off
- Keep paths, entrances free of ice and snow to ensure safety of students, parents, staff and visitors

Heating, Lighting and Water

- Switch off all lights and appropriate electrical sockets
- Read and record gas, water and electric meters
- Monitor and set heating system controls and boilers
- Be aware of the location of all stopcocks and utilities isolation valves
- Ensure boiler plant rooms are clean and free of flammable material
- Assist with energy conservation within the premises to ensure good practices are adopted at all times

Standards and quality assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the head teacher
- Be proactive in matters relating to health and safety
- Be committed to safeguarding and promoting the welfare of children and young people