

## Caretaker Job Description

<b>Team:</b>	Hospital and Outreach Education
<b>Responsible to:</b>	Senior Leadership Team and Leaders of Learning
<b>Supervisory responsibility:</b>	None

### Main purpose of the job:

- To manage and maintain the school premises of Hospital and Outreach Education, to ensure that they are tidy, secure, safe and well maintained.

### Duties and Responsibilities:

- Porterage around the school sites.
- Assisting users with setting up facilities such as chairs, tables etc. for events
- Dealing efficiently with pre-planned maintenance, day to day establishment requirements and problems that may arise.
- Undertaking minor repairs to fixtures and fittings, painting and decorating
- Ensure all plant and equipment is maintained to the required standard by appropriately trained contractors.
- Assisting with the organisation of school refurbishments, arrange larger repairs and obtain quotes from contractors
- Monitoring the premises for any hazards, carrying out repairs or reporting problems, where necessary.
- Ensuring that all stakeholders adhere to the school's Health and Safety Policies and Procedures.

### Security:

- Maintain the security of the school premises as the main key holder
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Lock the premises as required each day
- Unlock and lock the school premises out of school hours / term time, when necessary to allow access for contractors
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures

- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances to ensure they work as intended
- Carry out checks to ensure security gates and perimeter fencing are undamaged, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety

### **Health and safety:**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Keep up to date with H&S legislation and requirements by undertaking regular training
- Carry out and record regular health and safety checks, including water temperature (legionella), play equipment, safety equipment, and any hazards on school premises; report any problems to the Headteacher
- Provide safe access to the school in cold weather conditions, including sweeping, gritting/salting and keeping clear school footpaths and car parks.
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Taking reasonable care of your own health and safety and that of others.
- Co-operating on all issues involving health and safety.
- Using the appropriate work equipment provided, in accordance with training and instructions.
- Carry out risk assessments.
- Maintain appropriate record keeping.
- Ensure all equipment and tools are maintained effectively, in line with statutory requirements.
- Not interfering or misusing anything provided for health, safety and welfare.
- Reporting any health and safety concerns to the Headteacher, as soon as possible.
- Ensuring all tasks are completed in a safe manner.
- Carry out annual PAT testing

### **Health and safety:**

- Overtime work, when required and in agreement with the Headteacher
- Light gardening and maintenance of the outdoor space at Delapre Learning Centre
- Any other duties that may be required.
- **This role requires significant periods of lone working and as such, the**

**postholder will need to display a high degree of responsibility and professionalism in their work. The ability to use your own initiative is essential.**

#### **Responsibilities:**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- A commitment to attend suitable training, to support safeguarding and health and safety responsibilities within the school.
- Attendance at specific staff training sessions, or INSET days, in line with safeguarding and health and safety legislation.
- Participate performance development as required

#### **Holidays:**

- Holidays should be taken at a convenient time that suits business and maintenance needs.
- Holidays should be taken, in agreement and negotiation with the Headteacher

#### ***Note:***

**Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.**

**This is an essential car user role. You must have a valid UK driving licence and access to a vehicle.**