

Wyndham High Academy  
Job Description

<b>Name:</b>	
<b>Job Title:</b>	Compliance Caretaker
<b>Salary range / job grade:</b>	SCP 7-11
<b>Responsible to:</b>	Premises Manager
<b>Effective Date:</b>	

**Role and Context**

<b>Purpose:</b>	Under the direction of the Premises Manager and in accordance with the practices and procedures of the school, to ensure that the school premises and contents are ready for use.
<b>Duties and Responsibilities:</b>	<p>The Compliance Caretaker has a 24-hour responsibility for the security of the school premises. Within these hours of attendance, work will be determined by the need of the school and undertaken by agreement with the Premises Manager.</p> <p>Key holder responsibilities extend beyond regular working hours to cater for emergencies at any time day or night, as well as assisting with security for pre-planned events outside of normal hours.</p> <p><b>Principal Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. To be responsible for the security of the buildings and its contents, including the operation of all alarm systems, undertaking key holder responsibilities, involving opening, and closing the site to include securing windows, turning off lights and to be available to answer emergencies outside of regular working hours and pre-planned lettings.</li> <li>2. To monitor the school site and buildings, identifying remedial work, undertaking minor repairs, maintenance and decoration of buildings, internal fixtures, and fittings, and groundworks.</li> <li>3. To ensure that all health and safety compliance checks (in accordance with SmartLog) are carried out in a timely manner, and that faults are reported for remedial works to be completed.</li> <li>4. To supervise and allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health &amp; Safety at Work Act 1974.</li> <li>5. To be fully aware of and to comply with the departmental risk assessments and procedures, including use of site plant and equipment, relating to Health &amp; Safety at Work and to recognise the responsibilities required under the Health &amp; Safety at Work Act 1974.</li> <li>6. To undertake portage and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fittings, and equipment.</li> <li>7. To respond to cleaning requirements in the event of an emergency, to support the Cleaning Team when necessary.</li> </ol>

	8. To undertake general duties such as collection and distribution of mail/parcels, cleaning of storerooms and boiler rooms. 9. To supervise the team of Caretakers in the day-to-day working and compliance of the site. 10. To liaise with contractors in the event of an emergency or pre-planned appointments as directed by the Premises Manager. 11. To perform any other reasonable requests as directed by the Premises Manager or Headteacher.
<b>General Duties:</b>	<ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.</li> <li>• To be a trained first aider and fire marshal.</li> <li>• To maintain Staff and Pupil confidentiality.</li> <li>• To undertake training as appropriate.</li> <li>• To participate in the performance management programme.</li> </ul>

**General Information and review:**

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and regarding the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

**Signature:**

**Date:**