

**PRIORY PARK INFANT SCHOOL & PRESCHOOL
JOB DESCRIPTION**



Priory Park Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

POST TITLE: Caretaker with key holding responsibilities

GRADE: Scale 3

RESPONSIBLE TO: Senior Leadership Team (SLT), School Business Manager (SBM) and Head teacher (HT)

WORKING HOURS:

25 hours per week term time only - this includes a 5 hour time allowance to cover the Preschool site with overtime when necessary to cover holiday work.

Working hours will include a morning shift (7.15am to 9.15am) and an afternoon shift (4pm to 6pm).

We will consider splitting the role into 2 separate job share roles so please advise accordingly on your application if this is your preference.

PURPOSE OF THE JOB:

To ensure the security, care and availability of the building, furniture, fittings and equipment: to ensure a satisfactory physical environment and to promote the efficient use of the school's assets to support the objectives of the school.

Main duties & responsibilities

1. Security & Safety

To be responsible for ensuring the building and contents are secured, including opening and/or closing for the working day, community lettings and school holidays

- a) MORNING roles and responsibilities include (but are not limited to):
 - Disarm the building, prepare for the day (milk, fruit, sensory circuits, checking grounds, testing alarms weekly, testing water weekly)
 - Unlocking and close gates to allow parent and child access at start of school day
 - Preparing for weather changes (turning on heaters, gritting playgrounds)

- b) AFTERNOON roles and responsibilities include (but are not limited to):
 - Checking of site, closing down building, locking all doors and closing windows
 - General DIY and maintenance jobs
 - Setting of alarms

To be responsible for the organisation and security of keys

To be mindful of the need for a safe working environment, identifying risks and informing the relevant persons, making recommendations where appropriate

To monitor the status of the fire detection system, reporting problems to contractors as necessary

To ensure that all staff and visitors, and the school site, complies with health & safety legislation and policy, advising or taking remedial action when appropriate

2. Maintenance of Building and Equipment

To maintain constant awareness of the physical condition of the buildings, furniture and equipment and take appropriate steps to ensure maintenance and general repairs when necessary and in line with skill levels. This will include (but is not limited to):

- replacement of light bulbs, batteries etc.
- ensuring that all drains and gullies are free-flowing and clean – clearing blockages where applicable
- ensuring all hard areas and paths are free from litter and excessive accumulation of dirt or rubbish
- emptying litter bins, organising the collection of recyclable waste
- simple internal decoration
- disposal of rubbish by appropriate means
- checking the site for vandalism or damage

To draw to the attention of the Headteacher, School Business Manager and property management service, any repairs or maintenance work which is beyond the competence or responsibility of caretaking staff.

To direct contractors and trades-people to the site of repair and maintenance work and inspecting the work of contractors on completion

To actively identify maintenance and repair tasks, carrying them out where possible

Taking delivery of stocks, materials and other goods; storing and/or moving them within the school as required.

3. Heating, Hot Water Systems and Utilities

To take responsibility for operating the heating and lighting systems

To monitor usage and promote energy conservation in the school, making recommendations to the Leadership Team where appropriate

To monitor the hot water system, carry out legionella temperature testing and blending valve safety checks if requested to ensure they meet statutory safety requirements

Record all utilities meter readings for both settings.

4. General Duties

To provide portage duties as required; particularly the laying out of furniture and other equipment for timetabled activities

Order and maintain cleaning and caretaking consumable stock control, ensuring adequate supplies of fuel are available and ordering further stock where required. Ensure safe use, handling and storage of chemicals and cleaning materials.

Taking delivery of stores, materials and other goods and storing them safely (with regard to COSHH regulations for chemicals)

To carry out agreed procedures in the event of a fire, flood, breaking and entering, accident or major damage

To follow all Health and Safety Regulations as set out in the Health and Safety Manual

To promote the efficient use of resources, reducing waste, and advising the Leadership Team as appropriate

To liaise with contractors, organising work patterns, health & safety, checking the quality of work and communicating effectively school expectations

Implement a list of works in priority order and arrange contractors to implement them,

To meet regularly and feed back to the school's Business Manager

5. Cleaning Duties and Managing Equipment

To carry out ad hoc cleaning duties where required, in line with the school's cleaning specification, including emergency cleaning where necessary

To provide cleaning services after events, community lettings or other activities

To ensuring all caretaking equipment is in a safe, clean and working condition arranging for repair as necessary

To fill restroom resources as required

6. Emergencies

To provide access to the building and its utilities in the event of an emergency at the request of the proper authorities

7. Other duties

To contribute to the ongoing development of the school and take part in whole school training as appropriate

To provide access to the school for specific events

To carry out miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the HT, SBM or SLT

This job description will be reviewed by HT/SBM periodically and may be amended according to changing requirements of the School.