

Job Description

Job Title: Caretaker

Grade: B3, scale point 18-21

Hours: 37 hours per week at times to suit the demands of the school. The contract is permanent, to work term time only, 38 weeks plus 4 additional weeks

Responsible to: Business Manager

Responsible for: under the instruction and guidance of appropriate senior staff, assist with providing an effective and efficient site service to support teaching and learning.

To provide outstanding customer service to all users of the School.

To ensure that the highest standard of health, safety, hygiene and security are maintained at all times, in order to ensure a safe environment for teaching and learning to take place.

Duties and Responsibilities

• Security

1. Lock/unlock school buildings and external areas
2. Undertake regular security checks and identify security risks
3. Monitor fire safety equipment, carry out fire drills, undertake and record statutory testing
4. Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
5. Monitor CCTV or surveillance equipment where appropriate
6. Liaise with police, security and surveillance contractors
7. Undertake lettings and carry out associated clerical tasks
8. To respond to emergency call outs as and when required and provide emergency access to the school site

• Maintenance

9. To undertake appropriate minor repairs and improvements, including, but not limited to redecorating, changing light bulbs, unblocking drains, minor plumbing, erecting shelves and notice boards
10. To ensure the heating, lighting and other general services run smoothly and are turned on/off in line with the school day and activities. To trouble shoot and liaise with the relevant contractors
11. To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
12. Undertake regular site inspections and identify and record repair and maintenance requirements
13. Collect and assemble waste for removal
14. Undertake emergency and specialist cleaning tasks
15. Undertake cleaning duties such as graffiti removal, litter-picking, refreshing pupil toilets
16. Coordinate deliveries to the school site
17. Report faults, damage, accidents and incidents to the relevant member of staff
18. Monitor performance of contracts and record performance against specified standards

19. To liaise and supervise contractors whilst on the school site and undertake client role in connection with premises-related contracts
20. Co-ordinate work of cleaning staff
21. Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole school
22. Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions

- **Resources**

23. To advise the Business Manager on matters relating to energy control and conservation
24. Contribute to planning, development and organisation of systems/procedures/policies
25. Be responsible for maintaining records, information and data, producing analysis and reports as required
26. Create and maintain a purposeful, orderly and productive working environment
27. Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
28. To undertake and record health and safety checks including, but not limited to legionella water quality testing, floor coverings, handrails, play equipment. Ensure health and safety standards are maintained, and school procedures and policies are adhered to.
29. To assist in health and safety audits of the premises and contribute to relevant risk assessment activity
30. Promote and ensure the health, safety and security of pupils, staff and visitors (in a accordance with appropriate health and safety legislation) at all times

- **Supervision and organisation**

31. Demonstrate and assist in the safe and effective use of specialist equipment/materials
32. To provide a presence in the school car park at key times of the school day to ensure safety and security
33. Provide specialist advice and guidance as required
34. Carry out general portage duties, including, but not limited to receiving deliveries, moving furniture and resources and setting up for functions.
35. Assisting in management, administration and operation of lettings system
36. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
37. Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
38. Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties
39. Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate
40. Liaise with line manager and attend meetings as required

- **Responsibilities**

41. Comply with health and safety policies and procedures at all times
42. To provide outstanding customer service to pupils, staff, visitors and parents
43. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
44. Contribute to the overall ethos/work/aims of the school
45. Appreciate and support the role of other professionals
46. Attend and participate in relevant meetings as required
47. Participate in training and other learning activities and performance development as required
48. Treat all users of the school with courtesy and consideration
49. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
50. To perform any other reasonable task as requested by the Business Manager or any other senior member of staff.

All duties outlined are within the provisions of the Local Agreement for Superintendents.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service check.
There will be a need to work outside of school hours and off school premises, as required by the school. No smoking policy.