



Midsomer Norton Schools Partnership

JOB DESCRIPTION

Post Title CARETAKER	<u>Date</u> October 2018
Grade P	<u>Responsible to:</u> Estates Manager

1. **JOB PURPOSE**

To assist the Site Manager to undertake a range of duties with regard to the building environment of the Midsomer Norton Schools Partnership, ensuring the safety and security of users.

2. **PRINCIPAL RESPONSIBILITIES**

- 2.1 To assist in the security of the school.
- 2.2 Liaison with the Site Manager to ensure good upkeep of the premises.

3. **PRINCIPAL DUTIES**

3.1 **Premises – External**

- i) To be assistant keyholder for the school.
- ii) To assist in the locking and unlocking of the premises, setting security alarm systems.
- iii) To carry out security checks as necessary and respond as required to emergencies.
- iv) To carry out Lettings as required by mutual agreement with the Site Manager.
- v) To assist in responding to alarm call-outs and assist the Police in their duties.
- vi) To undertake general gardening duties, principally to border areas.

3.2 **Premises – Internal**

- i) To escort contractors and others to site of repair and maintenance.
- ii) To undertake a reasonable range of handyperson duties as mutually agreed with Site Manager e.g. remedial painting and decorating and light bulb renewal.
- iii) To undertake repairs to fixings and small scale improvements.

3.3 **Utilities**

- i) To ensure that all plant and equipment related to the heating system operates at maximum efficiency and economy with special regard to energy conservation.
- ii) To report any deficiencies to the Site Manager.
- iii) To ensure, as far as is practicable, that adequate supplies of fuel and water are available at all times.
- iv) To assist in reading the utilities meters around the school.

3.4 **Cleaning & Other**

- i) To supervise and assist with the internal cleaning as determined by the school.



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- ii) To ensure that designated areas are cleaned in accordance with school guidelines.
- iii) To maintain an adequate supply of cleaning materials, ordering appropriate stores and materials.
- iv) The removal of litter and graffiti from paths and hard surfaces.
- v) To help to keep drains free of obstruction.
- vi) To ensure pedestrian access in periods of severe weather condition.
- vii) To treat main entrances and paths with salt/grit as appropriate during severe weather conditions.
- viii) To take delivery of stores, goods and equipment and distribute as appropriate throughout the school, completing paperwork as required.
- ix) To set out/put away furniture for school events and examinations.
- x) To undertake general portage as required.
- xi) To undertake such tasks which are commensurate with the position at the direction of the Leadership Team.

3.5 Hours

37 hours per week

4. QUALIFICATIONS AND EXPERIENCE

A basic level of literacy and numeracy.
Ability to communicate clearly and work as part of team.

5. PHYSICAL EFFORT

At certain points of the day the postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture

6. WORKING ENVIRONMENT

Due to the nature of caretaking there will be an expectation that the postholder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

7. DIMENSIONS – Midsomer Norton/Longvernal Primary Schools

- 2-11 School with 491 pupils over both sites
- 85 teaching and support staff over both sites

8. GENERAL

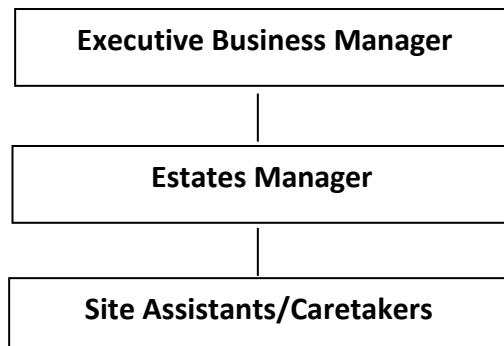
- 8.1 As a keyholder, the postholder should be contactable outside normal working hours. He/she will be expected to respond appropriately in the event of emergencies arising at any time.



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- 8.2 Tools, equipment and protective clothing will be provided where required.
- 8.3 The postholder will be expected to undertake any appropriate training provided by the Authority and/or Trust to assist them in carrying out any of the above duties.
- 8.4 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- 8.5 Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Check (DBS) will be required prior to appointment.

9. ORGANISATION



Name:

Name:

Signature: _____

Signature: _____

Date: _____

Date: _____