# CARETAKER: JOB DESCRIPTION

# Scale 3

# Line of responsibility

The caretaker will be directly responsible to the site manager.

# Job purpose

The caretaker is responsible for:

* Ensuring, under the direction of line manager, that the school premises and grounds and its contents are properly maintained, secured and ready for use, and undertaking such tasks as may be necessary for effective site management, including porterage, administrative and lettings duties.
* Assisting in the co-ordination of health and safety, ensuring that regulations are followed and adhered to throughout the school.
* Assisting in the supervision of premises and cleaning staff, including their induction, training and appraisal.
* Deputising for the premises manager as required.
* Supporting and contributing to the overall ethos, work and aims of the school.

# Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

# Job specification

## Operational

* S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, contractors and other professionals.
* S/he shall assist her/his line manager in organising and monitoring premises staff workloads and shifts, including cover for absences and delegating tasks appropriately.
* S/he shall assist her/his line manager in organising and monitoring cleaning staff workloads, including cover for absences and delegating tasks appropriately.
* S/he shall act as a key-holder and control site keys, and routine and non-routine opening.
* S/he shall assist in the maintenance of the school site, buildings and grounds to a high standard.
* S/he shall assist in ensuring maintenance and functioning of the school’s heating and utility systems/services.
* S/he shall support the school in meeting its energy targets.
* S/he shall assist and undertake cleaning duties to ensure that all school buildings and grounds are maintained to agreed standards and specifications, including the establishment of effective monitoring procedures and rotas.
* S/he shall undertake in the removal of graffiti, the cleaning of laundry items, contracts for refuse collection and sanitary bins.
* S/he shall assist in arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work, including monitoring the work of contractors.
* S/he shall personally undertake minor repairs and maintenance tasks, which are within her/his competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage.
* She/he shall assist in a regular pattern of painting and decorating cycle for all parts of the school
* S/he shall order and maintain stocks of materials, equipment and protective clothing as required.
* S/he shall undertake the removal of snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand.
* S/he shall ensure deliveries to the school are correctly accepted, securely stored and distributed.
* S/he shall maintain, following direction from her/his line manager, the security of the site and grounds, including liaising with other stakeholders with respect to arrangements.
* S/he shall report any breaches of security and ensure that any resultant damage is remedied properly and promptly.
* S/he shall undertake the transport of monies and/or escort finance staff to and from the bank/ other school buildings as required.
* S/he shall undertake various porterage and administrative duties.
* S/he shall supervise lettings, as directed by her/his line manager, ensuring that users’ requirements are met and the security of the school buildings are maintained at all times.
* S/he shall ensure, in conjunction with the headteacher and her/his line manager, that all health and safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors.
* S/he shall assist in ensuring all required risk assessments are carried out and completed, and action taken where necessary.
* S/he shall ensure that appropriate signs and notices are displayed.
* S/he shall notify appropriate agencies, following direction of her/his line manager, of any issues and make necessary arrangements, for example pest and vermin problems.
* S/he shall assist in ensuring that reporting of incidents, including accidents, is fulfilled in accordance with requirements.

## Personnel

* S/he shall assist her/his line manager in ensuring required safeguarding checks have been completed as per school policies and procedures before engaging contractors, reporting any concerns to her/his line manager.
* S/he shall assist her/his line manager in identify training needs of premises staff, including the cleaning team and organising appropriate development opportunities.
* S/he shall assist her/his line manager in completing premises and cleaning staff appraisals, including the setting of appropriate targets.
* S/he shall assist in maintaining attendance and training records for premises and cleaning staff.
* S/he shall be involved in the recruitment of premises and cleaning staff when required.

## Administrative/financial

* S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
* S/he shall prepare information, statistics and reports as required by her/his line manager, the headteacher and the governing board.
* S/he shall maintain manual and computerised records and filing systems relating to all areas within her/his remit as required.
* S/he shall assist in maintaining up to date records of the school’s assets.
* S/he shall deal with correspondence promptly and as required.
* S/he shall ensure that financial procedures and activities are carried out as required by school policies and procedures such as taking meter readings, placing purchase orders and authorising invoices for payment.
* S/he shall ensure that best value principles are followed where possible.

## General

* S/he shall work outside of normal school working hours for extended school status activities, lettings, school events, and emergencies as required.
* S/he shall participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
* S/he shall assist in arranging and giving training sessions to staff to ensure that they are aware of procedures and regulations.
* S/he shall attend training sessions and meetings as required.
* S/he shall undertake first aid training and responsibilities as required.
* S/he shall keep up to date with relevant legislation and regulations, including health and safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff.
* S/he shall retain confidentiality in all aspects of school life.
* S/he shall have the ability to work on a 3 shift pattern.