

POST TITLE: Caretaker  
RESPONSIBLE TO: Site Manager/Deputy Site Manager

#### PURPOSE OF THE JOB:

- To ensure the security, care and availability of the Academy's buildings furniture, fittings and equipment
- To ensure a satisfactory physical environment and to promote the efficient use of the academy's assets to support its educational objectives.
- To undertake a planned maintenance programme of painting, repairs etc. under direction of the Site Manager.

#### MAIN RESPONSIBILITIES:

1. Responsible for ensuring the building and contents are secured.
2. Provision of access to the building (and grounds) to authorised persons at all reasonable times.
3. (i) Maintaining a constant awareness of the physical condition of the buildings, furniture and equipment and taking appropriate steps to ensure maintenance and repairs where necessary and within the scope of a competent handyperson.  
(ii) Report to Site Manager any repairs or maintenance work, which is beyond the competence and responsibility of the academy staff.
4. All reports, including burglar alarm activations **must be logged** in the records books intended for such purposes.

#### JOB ACTIVITIES:

- Plan in conjunction with the Site Manager routine security arrangements to prevent unauthorised access to the site and building and to minimise theft and vandalism.
- Specific duties are as follows:  
a.m. - Unlocking of gates, de-alarming building and entrance doors and checking as far as possible that the premises have not been disturbed. Ensuring the Premises is in a safe condition for staff, students and visitors to enter.  
p.m. - Walking around the premises, checking windows are closed, lights switched off and internal doors locked. Setting alarms, locking external doors and gates.
- Requesting unauthorised users of the site to leave calling for the attendance of the Police if necessary.
- Porterage duties as required and particularly the setting out of furniture and other equipment for timetabled and other activities as instructed.
- Preparing for academy and after-academy activities, clearing and (in specific circumstances) cleaning up after these activities, within the normal hours of work, including lettings and community use during these hours.
- Laying out and stacking of chairs, desks, tables, etc. Movement of these within the academy, including setting out furniture for examinations.
- Taking delivery of stores, materials and other goods: storing and/or moving them within the academy as required.
- Assist in monitoring the standards of cleanliness and condition of the building and reporting any problems to the Site Manager.
- To ensure that all graffiti in toilets and other surfaces is cleaned promptly.
- Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish. Draw the attention of Site Manager to problems of litter on grounds.
- Emptying of litter baskets and bins. Disposal of all rubbish and cleanliness of dustbin areas.
- Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick, etc.
- Replenishment of soap, toilet rolls and towels.

- Clean, disinfect and treat all showerheads weekly to remove scale and avoid the build-up of Legionella.
- Operation of the heating and lighting systems, monitoring usage and promoting energy conservation within the academy.
- Replacement of light bulbs, fluorescent tubes, etc.
- To ensure that all perimeter lights are operating and report any malfunctions to Site Manager.
- Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety Act 1974 and the Fire Regulations.
- Report on condition of fire extinguishers to Site Manager.
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Carrying out routine procedures and inspection of ancillary equipment, e.g. pumps, batteries, window blinds, etc.
- Ensuring all equipment is in a safe, clean and working condition.
- Ensuring that all drains and gullies are free-flowing and clean. Rod all drains on a regular basis.
- Ensure that salt and grit is effectively used to keep clear from frost and snow all paths and passage on academy site.
- All cracked and broken windows must be reported to the Site Manager.
- Dealing with instructions received from the Site Manager or authorised representative in accordance with the academy's regulations concerning the letting of the academy premises and carrying out such duties as may be required.
- Maintaining the closest possible communications with the Site Manager and staff of the academy and ensuring an up-to-date knowledge of the needs, which will arise in connection with, planned activities in the academy.
- Carrying out normal supervisory duties, e.g. maintaining a good working atmosphere and encouraging team spirit, ensuring good timekeeping.
- Making out such work records and other documentation as may be required.
- Accept training to facilitate the undertaking of duties.
- Undertake PAT testing/training.

#### **OTHER:**

- To carry out any other duties that are reasonably requested.
- Flexibility to change hours of working for holiday and sickness cover.
- In cases of emergencies there may be call-outs from the site security company.

#### **Professional Development**

- To take responsibility for personal professional development.
- To take part, as appropriate, in the academy's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

#### **Professional Values and Practice**

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the academy.
- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised academy activities elsewhere.
- To contribute to the effective running of the academy.

## NOTES

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the academy Principal.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Signed:**..... **Date:**.....