

POST TITLE

Caretaker
Permanent, full year, 37 hours,
Scale 3, points 14-17,

POST REPORTS TO

Site Supervisor

POST RESPONSIBLE FOR: The post has no responsibility for staff

MAIN PURPOSE OF THE JOB

Under the direction of the Site Supervisor, the caretaker will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating, portorage duties and general maintenance and repairs.

Key Areas

- To ensure that the premises are kept secure and safe and in good working order
- To be responsible for the heating and the lighting of the school as directed
- To undertake basic handyperson duties as appropriate
- To undertake portorage duties
- To undertake the general duties in accordance with the schools approved methods, frequencies and standards
- To ensure the site is kept clear of litter
- To ensure that accidents at work and defects of equipment, machinery and buildings are reported to the appropriate authorities
- To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained
- To ensure all contractors adhere to the school safeguarding policy and work safely at all times
- To work a shift rotation with colleagues to ensure the school is open, safe and secure during the hours of 6.30am and 9.30pm
- To undertake overtime duties related to the authorized use of premises outside the normal school hours
- To attend evening and weekend callouts as required

General

- To have due regard for the School's Health and Safety and safeguarding policies

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- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake training as and when appropriate
- To work positively and inclusively with colleagues and customers
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head

Contacts

Regular : Students, school staff, parents, contractors

Supervision

The post holder should be capable of planning and prioritizing their own workload referring queries as necessary to the Site Supervisor