

Post Title: Caretaker

Pay Scale: Point 9

Responsible to: Senior Caretaker

Main Purpose of Post:

To work as part of a team under the direction and supervision of the Senior Caretaker ensuring that the school premises and associated facilities are available for both educational and allied usage. Day to day duties will include the maintenance of premises and plant, security of the buildings and site, movement of goods and equipment, setting up of facilities, minor grounds maintenance works, lettings and ensuring the inside and outside environment are well maintained and the premises meet Health and Safety requirements.

This role is a permanent position and key areas of activity include; setting up and clearing rooms for school activities; litter picking, receiving and distribution of deliveries.

Present Key Tasks to include:

- To work as part of a Caretaking team working a 3-week cycle rota. These hours may be amended during school closure periods / absence of other caretaking staff.
- Undertake scheduled maintenance of equipment including the testing and operation of water systems, residual current devices, fire and security alarms and the visual checks of light switches, plug sockets, etc. reporting faults.
- Report any instances of trespass or damage onto the premises from intruders or unauthorised parking of vehicles in accordance with agreed procedures.
- Carry out minor repairs and general maintenance tasks, commensurate with experience and level of responsibility, as directed by Senior Caretaker.
- Report to the Senior Caretaker any repairs and/or maintenance work required at the premises which cannot be undertaken as part of the above duties.
- Undertake site portering of supplies and equipment, set ups, transportation, lifting, handling tasks and litter management duties as directed by the Senior Caretaker
- Liaise with staff, visitors and contractors on a daily basis.
- Carry out security procedures for grounds, premises and their contents including the routine and non-routine opening and closing of premises as required
- The post holder will undertake first aid training and duties to support staff and school operational requirements.
- The post holder will be expected to work within the schools' policies and procedures
- Undertake general gardening maintenance and improvements, including weeding, planting, strimming and grass cutting.
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the Executive Principal appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

South Hunsley is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____