



JOB DESCRIPTION

Job Title: Caretaker

Department: Site

Reporting to: Premises and Facilities Manager

MAIN PURPOSE

- To care for the school buildings and grounds and to provide a clean and safe environment for users of the school.
- To ensure that the school functions safely and effectively, on a daily basis.
- To be customer focused and ensure that all estates and facilities services are always available and fit for purpose.
- To set and always maintain high professional standards
- To support the Premises and Facilities Manager in delivering an outstanding service to all stakeholders.
- To contribute to general site management including, planned and reactive building maintenance, portage and security.

RESPONSIBILITIES

Premises

- As part of the site team, to be responsible for the general care and upkeep of the school buildings.
- To undertake a planned maintenance schedule of painting, repairs etc. under direction of the Premises Manager.
- To assist in ensuring that either directly or by negotiation with contractors, urgent repairs to the school buildings are undertaken.
- To carry out portage duties as required and particularly the setting out of furniture and other equipment for timetabled and other activities as instructed.
- To lay out and stack furniture and move it around the school when necessary, including setting out furniture for examinations.
- To assist in the satisfactory receipt, distribution, collection and dispatch of goods.
- Assist in monitoring the standards of cleanliness and condition of the building and reporting any problems to the Premises Manager.
- Ensure that lights and heaters are working effectively and take remedial action if necessary.

Security

- To ensure security of the building at all times.
- Responsibility for opening, closing and locking school site.
- Maintaining security of school site including setting and deactivating alarm system as required.
- Respond to intruder and fire alarms, liaising with the relevant authorities (police, fire brigade and Alarm Receiving Centre), when required.
- Check and secure school premises after and out of hours alarm activation, when required.



School Activities

- To assist the Premises and Facilities Manager and other staff in the co-ordination of all uses of the school site, including assisting with the setup of rooms, facilities and equipment as required.
- To assist in the preparation of the facilities for school events, reception of visitors, car parking etc., including evenings and weekends if required and by negotiation.
- To assist in the maintenance and cleaning of the school vehicles and of as required.
- Carry out duties pertaining to evening and weekend lettings as required.

Grounds Maintenance

- To assist the Premises and Facilities Manager in the maintenance of the school grounds, including the monitoring of contractors.
- To maintain all outside areas in a clean, safe and tidy condition.
- To ensure that the internal and external environment of the school is kept free of litter and chewing gum, weeds and leaves etc.
- To ensure pathways are gritted when required during the winter months and snow is cleared.

Health and Safety

- Be willing to undertake any health and safety training as required.
- Respond to health and safety concerns raised by other staff or students, ensuring the area is safe and that the necessary remedial action is taken.
- Report health and safety concerns to the school's Premises and facilities manager.
- To follow stringent health and safety provision and always adhere to safe working practice.
- Ensure the safe storage of materials covered by COSHH regulations.
- Ensure the appropriate risk assessment of tasks before they are undertaken, particularly those involving working at height, manual handling and lone working.
- Wear personal protective clothing as required.
- To assist in ensuring the responsible operation, storage, care and maintenance of all equipment and tools associated with the caretaking and maintenance work and that all proper safety standards and requirements are applied.

General

- To maintain all relevant logs, records and information as required by the Premises and Facilities Manager.
- To liaise with other departments and colleagues as necessary to ensure the smooth running of operations at all times.

Support for the school

- To safeguard and promote the welfare of every child in school.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.