



Job Description Caretaker

EXCELLENCE

Ambitious
Courageous
Achieving
Leadership

CREATIVITY

Risk taking
Flexible
Inquisitive
Reflective

VISION

BSfG skills
Values
Technology
Global

Job Title	Caretaker
Line Manager	Site Manager
Salary Scale	Scale 4 point 7-10 £22,995-£24,258 per annum, 36 hours per week, full-time
Main Purpose of the role	Providing a caretaking and handyman service for the school. Ensuring that the school premises are cleaned to the approved specification and taking responsibility for the security and day-to-day maintenance of the school site. To ensure that the school is a clean and secure environment for all pupils, staff and visitors
Specific Duties & General Responsibilities	<ul style="list-style-type: none"> • Security To ensure that the buildings and site are left in a secure situation, which includes locking/unlocking of school gates and external and internal doors and closing windows. To patrol the site to check for hazards, damages and intruders. To respond to emergency call-outs as required and take action as appropriate. To alert the Head Teacher to any risk to a breach of security. To assist the Site Manager in making sure the alarm systems are kept in good working order. To open and close the school site as needed. • School repairs Carry out good quality repairs within the school building, which may include painting, plumbing and wood work as directed by the Site Manager. • Lighting and Heating To ensure that lighting is kept in good working order. To control the level of heating and ventilating throughout the buildings as required by the school. • Cleaning To undertake such cleaning tasks not covered in the Cleaning Contract and any ad-hoc cleaning tasks as required, for example toilets during the school day. • Porterage To act as porter for deliveries, furniture removals, or any other lifting tasks required by the school and assist with the

	<p>disposal of redundant furniture and equipment.</p> <ul style="list-style-type: none"> Site To ensure that playgrounds, paths and driveways are in a satisfactory condition. Leaf and snow clearing and salting as required Deal with the results of vandalism, advising the Site/Assistant Site Manager on any necessary preventative measures or repair work. To remove graffiti where possible from all areas, windows and other surfaces as required. Clean floors and furnishings after any sickness has occurred during the Caretaker's active duty period adhering to Health and Safety guidance. General supervision of the playgrounds and open areas surrounding the premises. Any DIY as required – painting and decorating, plumbing etc. Lettings To cover lettings of school premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting. NB Attendance on site during lettings outside normal working hours will be paid at an established letting rate. Training To undertake training/attend courses as appropriate to carry out caretaking duties in a safe and efficient manner. Health and Safety To ensure caretaking duties are undertaken in accordance with Health and Safety legislation and to wear protective clothing as required. General To respond in a courteous manner to enquiries from the school community and external visitors as appropriate. To undertake any other ad hoc duties as may be allocated from time to time
PERSONAL AND PROFESSIONAL CONDUCT	
	<ul style="list-style-type: none"> Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position. Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions. Show tolerance of and respect for the rights of others. Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

**Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.**

Signed: _____

Date: _____