

DANESFIELD CHURCH OF ENGLAND SCHOOL

A member of Beacon Education

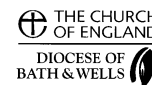
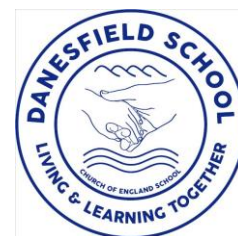
North Road, Williton, Somerset. TA4 4SW

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Headteacher – Joanna Smith



Job Description

Job title: Caretaker

Job Purpose:

To ensure the school sites, buildings and furnishings are safe, secure, cleaned and maintained to high standards defined by the Trust, legal requirements and Health and Safety Regulations, in order to support high standards of teaching, learning and achievement for all children.

Key Accountabilities:

- To ensure that the site is kept cleaned to a high standard.
- To produce and maintain a rolling program for routine site maintenance including emptying external litter bins, sealing/polishing, cleaning floors and furniture, gutter/drain clearance, graffiti removal and checking toilet areas.
- To ensure that all vomit/blood/excrement etc is cleaned up immediately and appropriate signage used.
- Open the site and ensure premises are in a suitable condition for use, both during term time and school holidays. Secure premises and set intruder alarms.
- Ensure buildings are prepared for routine and non-routine use including movement of furnishings, setting up for exams, drama and other school events.
- Ensure efficient operation of the schools' services, conduct minor repairs/maintenance, and organise major repairs/maintenance requirements.
- Where contractors are used – oversee and check the quality of the work/repair before signing off. Notify line manager of any issue.
- Ensure compliance with Health and Safety policy and legislation.
- Service the school evening and weekend use of the premises in accordance with existing local practice (overtime will be paid).
- Is a nominated contact in case of out of hours emergencies and is responsible for application of appropriate procedure.
- Undertake any reasonable request to ensure the smooth running of the school(s)
- Supporting lettings for the school(s) and arranging for rooms used to be free and cleaned after the let has ended.
- Ensure that toilets are checked after lunch each day and cleaned where necessary
- Monitoring cleaning standards across the school(s) and Line Managing Cleaning Staff.
- Monitoring standards in the school kitchen and Line Managing Catering Staff.

Facts and Figures:

Ensure site is secure. Secures and unlocks premises and intruder alarms. Line Manages Cleaning and Catering Teams.

SUPPORTING PROCESSES

Problem Solving and Creativity

Usually works to a know flexible routine. There will be frequent interruptions which often need urgent attention, e.g. Health and Safety issues, deliveries, contractors. Solutions are usually known but there will be occasions when alternatives need to be considered.

Decision Making

In dealing with emergencies, initiates processes for engaging contractors or providing other solutions or repairs to ensure security of premises. Will make routine decisions but will refer costly resolutions to Line Manager.

Physical Effort and Working Conditions

Spends a majority of time on feet. Frequent physical effort required to move equipment, deliveries and furniture. Work outside work in variable conditions. At times required to deal with unpleasant cleaning task e.g., cleaning blocked toilets, clearing up blood/vomit.

At times required to deal with hazardous tasks e.g. broken glass. Required to wear personal protective equipment when dealing with certain substances/materials.

Contact and Relationships

Pupils, staff and public during working hours. Deal with contractors and suppliers, providing information and discussing maintenance requirements and checking quality of work. Understand the need to work flexibly and to build excellent working relationships with all school staff – including Head Teachers.

Additional Information

Special consideration – post holder must be able to respond to an emergency call out within approx. 20 minutes.

Holiday must be taken in holiday time in line with school requirements and after negotiation with Line Manager, providing there is sufficient cover within the Premises Team to allow the smooth running of the schools to continue in the postholder's absence.

Site Locations: Danesfield C of E Middle School, St Peters First School, and any other Trust site location. There may be a requirement to work across other sites with Beacon Education.

Knowledge, Skills and Experience

Good level of general education. Knowledge of Health and Safety regulations, manual handling techniques and security requirements.

No job description can be exhaustive, and the duties may alter in practice or over time. The post holder is expected to use his / her professional judgment to ensure that the role continues to evolve and develop in line with the Trust's changing requirements. In accordance with the provisions of GDPR, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. The post holder is expected to use his / her professional judgment to ensure that the role continues to evolve and develop in line with the Trust's changing requirements.

In accordance with the provisions of GDPR, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

Safeguarding - Children

Our commitment to safeguarding: Beacon Education and all of our schools are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process across all schools and our Central Team which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates - you can read more about this in our Recruitment Guidance. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

All staff of Beacon Education have a responsibility to safeguard children and adhere to Keeping Children Safe In Education along with our Staff Code of Conduct.

I, (print name here).....have read and understood the expectations within this Job Description and agree to adhere to this.

Signed:.....

Date:.....