**JOB DESCRIPTION**

**POSITION: CARETAKER**

SCALE: APT&C Scale 4 (£19,916 - £21,986)

HOURS & PAY: 35 Hours per week, 52 weeks per year

**PURPOSE OF JOB:**

* To assist the Senior Caretaker in maintaining the Greatfields School site.
* To assist the Senior Caretaker in maintaining the security of the Premises.
* To assist the Senior Caretaker in ensuring the Health & safety and statutory compliance of all buildings are kept compliant.
* To assist the Senior Caretaker in monitoring the school’s maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
* To work as a team covering leave, sickness, training when required, including covering the Senior Caretaker when absent.

**MAIN DUTIES:**

**Premises Security & Site Management**

To assist the Senior Caretaker in: -

* Ensuring that buildings are secure and intruder alarms activated, ensuring all staff have vacated the building.
* Ensuring windows and doors are in good repair and informing the Senior Caretaker of any window or door defects which may lead to a breach of security.
* Dealing with appropriate breaches of security and communicating to relevant staff or emergency services.
* Locking and unlocking external doors as required.
* Reactively monitor school CCTV system when required.
* Weekly periodic testing of fire alarm system and ensuring that lines to the Borough are functioning correctly.
* Assisting with the move to permanent premises.

All premises/site staff to form part of the key holder list – to act as first point of contact.

**Cleaning**

To assist the Senior Caretaker in: -

* Undertaking agreed cleaning/Janitorial tasks not included in the schools cleaning specification.
* Ensuring all toilet areas remain clean and safe during the school day, replenishing toilet rolls and towels when required.
* Cleaning up incidents during the day including vomiting, spillages or any reactive janitorial tasks.
* Emergency cleaning and removal of graffiti

**Maintenance of School Grounds and Building**

To assist the Senior Caretaker in: -

* Performing litter picking duties, both inside and outside the school buildings during the school day to ensure the school remains tidy and safe for all students and staff.
* Assisting and safely manage all contractors/visitors on site.
* Operating an agreed programme of planned maintenance.
* Monthly testing of emergency lighting and record.
* Monitoring HVAC (Heating, Ventilation and Air Conditioning) systems.
* Maintaining boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict Health and Safety procedures as directed by the School Business Manager.
* Replacing lights, tubes, diffusers, starters where necessary.
* Keeping downpipes drains and gullies free flowing and clean.
* Gritting of entrances, steps and paths prior to any forecasted freezing weather.
* The removal of snow and other obstructions from main entrances, steps, paths.
* Preventing unauthorised/unsafe parking on school site.
* Ensuring fire doors are free of clutter and obstructions.
* Carrying out any minor tarmac repairs.
* Supporting all Departments in putting up and taking down of external or internal equipment.
* Undertaking any reasonable repairs as and when required.

**Porterage**

To assist the Senior Caretaker in: -

* The safe storing and moving of items of furniture, equipment and provisions as required.
* Receiving and directing as appropriate deliveries for the school.
* Setting up and packing away for all school events and examinations.

**Compliance of Health & Safety**

* To be trained and respond as Fire Warden for the School.
* To be first aid trained and respond when required for the School.

To assist the Senior Caretaker in: -

* Weekly L8 Water testing or as required.
* Weekly Fire Door checks/Ladder Checks or any other reasonable statutory requirements as directed by the School Business Manager.
* Notifying appropriate agencies, via the School Business Manager, where there is a pest control problem.

**General**

* Required to carry out all reasonable duties and responsibilities of the post.
* Respond to Helpdesk requests.
* Enactment of Health and Safety requirements and initiatives as appropriate.
* All employees are required to declare any conflict of interest that may arise before or during their employment.
* Undergo and meet school conditions for a satisfactory enhanced DBS check.
* Must comply with all equality legislation, policies and procedures; actively promoting ways of eradicating and challenging racism, prejudice and discrimination through the schools policies and procedures.
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Greatfields School.
* Treating all information acquired through your employment, both formally and informally, in strict confidence.
* To demonstrate a commitment to good customer care.
* Any other duties of an appropriate level and nature will also be required.