

Job Title: Groundsman / Caretaker

Responsible to: The Site Manager
The Business Manager
The Headteacher

Overall responsibilities

This role will look after the grounds within the school site, will help the Site Manager and premises team to ensure that the whole school environment and support services are maintained at an acceptable standard. He/she will carry out routine caretaking and maintenance work at the school as required and will liaise with contractors as necessary. He/she will assist in ensuring that there is adequate and effective security of the school property and all arrangement for closing down the site at the end of the day.

Main Tasks

Closing down procedures

- Making sure the site is closed secure at the end of the day
- All letting have left the site
- Locking and setting the alarm system

Grounds Maintenance

- Cutting the school field and lawns
- Weeding the hard standing areas
- Checking the perimeter of the site for repairs
- Monitoring playground equipment
- Line markings

Building Maintenance with Caretaking team

- To monitor maintenance work carried out at the school and to liaise with contractors as necessary
- To ensure that there is adequate and effective security of the school and its property
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory. This includes duties set out below.
 - Replace and/or repair window and door furniture and fittings.
 - Adjust, repair, replace and maintain all door closers and hinges.
 - Repair furniture, fixtures and fittings as required.
 - Repair or replace locks as necessary.
 - Touch up and make good paintwork as required.
 - Minor plumbing maintenance and repair work.
 - Carry out decoration programmes.
 - Ensuring that satisfactory levels of cleanliness and hygiene are maintained with regard to the whole school site.

Security

- To ensure adequate security of buildings and site at all times and to comply with any special security requirements as laid down from time to time by the Headteacher.
- To recommend to the Site Manger any suitable and appropriate improvements to the security of the building/grounds and to report any breaches of security.

Health and Safety

- To ensure the Health and Safety of all users of the school facilities including lettings.
- To advise the Site Manger on all relevant Health and Safety issues contravened or affected by those users and to have special responsibility for public safety, accident prevention, reporting and investigation, fire drills, alarms and/or systems.
- To report the contravention of Health and Safety Regulations by contractors working on site that could be detrimental to the health, safety and well-being of pupils, staff and visitors.
- To undertake safety audits of the premises including Risk Assessments as required.

School Activity Programmes

- To assist the Site Manger in conjunction with other staff in the co-ordination of all uses of the school site.
- To coordinate the preparation of the premises for school events, reception of visitors, car parking etc.

General

- To liaise with the management and instigate new systems and methods of working when required.

Other duties

- To carry out other duties as directed.