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**Job Description**

**Job Title:** Caretaker

**Reports to:** Domestic Services Manager

**Working Time:** 37.5 hours per week worked on a 3-week rota during term-time (36 weeks pa) and from 8.00 am -4.00pm during school holidays (16 weeks pa)

Shift 1 - 7.30 am – 3.30 pm Monday to Friday (7.5 hours a day)

Shift 2 - 8.00 am – 4.00 pm Monday to Friday (7.5 hours a day)

Shift 3 - 11.00 am – 6.00pm Monday to Friday (6.5 hours per day) plus 8.00am - 1.30pm (5 hours) on Saturdays

All these times include 30 minute unpaid lunch break.

These times may change to accommodate specific events and activities.

**Purpose of job;**

To provide a full caretaking, portering and security support service throughout the School covering boarding houses, classrooms, offices and grounds. To provide a car parking and caretaking service on Saturdays.

**Main Duties and responsibilities;**

**CARETAKING/MAINTENANCE**

* Keep all hard surfaces free of moss and weeds.
* Clean signage, roller shutters, soffits, bargeboards and external lights.
* Clean and disinfect drains and dustbins regularly.
* Carry out general maintenance and minor repair work, e.g. of doors, windows, toilet seats, minor decoration, furniture, tap washers, etc, as required.
* Complete tasks allocated by line manager via the School’s ‘ticket’ system.
* Assisting teaching & support staff with tasks as requested.
* Carry out room inspection surveys and report findings and defects of buildings/furniture/fittings etc.
* Carry out basic minibus checks & maintenance.

**HEATING, LIGHTING AND WATER**

* Where necessary at end of the day, switches off lights and appropriate electric plug sockets to save energy costs.
* Check all lights and heating to ensure they are working effectively, alerting colleagues as necessary.
* Read gas, electric and water meters as required to facilitate accurate billing to the school.
* Carry out water hygiene temperature checks and maintain records.
* Carry out emergency lighting checks and maintain records.
* Maintain an up-to-date awareness of the location of all stopcocks in order to assist in an emergency.
* Ensure that boiler houses are clean & tidy and no flammable material is stored there.
* Replace fluorescent tubes/lamps and starters as required.

**PORTERING**

* Carry out general porterage duties including the moving of furniture.
* Sort and distribute post and parcels to locations around the school.
* Pick up and drop off laundry from and to Boarding Houses.
* Ensures school property is stored safely and appropriately.

**LETTINGS**

* Prepare school halls and other allocated rooms for functions in accordance with agreed layout/plans and instructions given by line manager.
* Assist in car parking control for functions as required.
* Check facilities are as requested and are left in an ‘as found’ condition.
* Liaise with grounds and maintenance staff in preparing for functions/events.

**WASTE MANAGEMENT**

* Ensure that external rubbish is stored appropriately.
* Assist with the School’s recycling schemes & initiatives.
* Empty external & internal communal rubbish bins daily.

**CLEANING**

* Regularly clean of internal and external glass in windows and doors.
* Support the upkeep and general care of the School.
* Regularly sweep entrance areas and paths.
* Carry out daily litter picking duties from paths, play areas, flower beds, entrances etc.
* Check that toilets, washrooms and shower areas have been regularly cleaned.
* Replenish consumable janitorial/toiletries supplies.
* Provide cleaning cover in times of absence and carry out emergency cleaning of bodily fluids/clinical waste as required.
* Routinely clean light fittings and diffusers (observing safe working at height procedures.)
* When the alarm sounds, assist in the evacuating a buildings, ensuring disabled access is available when requested, provides assistance to health and safety onsite as required.
* Carry out periodic cleaning of internal surfaces as required.
* Assist in the supervision and support of the cleaning staff.

**SECURITY SUPPORT**

* Lock and unlock school gates and buildings each day.
* Open and close the school for evening/weekend lettings and events.
* Set and un-set the school security alarm system.
* Responds to the school alarm, liaising with the police and alarm company as required.
* Ensure the overall security of the school premises including locking of windows and doors and drawing of blinds.
* Security mark new equipment and include on the school’s Asset Register.
* Be part of the on-call duty rota to deal with emergency situations e.g. alarms activations.
* When on-call, deals with emergency repairs.
* Allow access to any contractor who may be working on the site in school holidays or weekends.
* Represent the school by meeting and greeting visitors out of hours, and on Saturday fixtures.

**HEALTH & SAFETY**

* Advise the Domestic Services Manager/Estates Manager of any breaches in health and safety.
* Participate and contribute in health and safety risk assessments and method statements relating to the maintenance team.
* Ensure safe use of equipment; observe warnings and directions for use of materials and equipment.
* Ensure that task appropriate PPE is worn.
* Ensure safe use and erection of ladders, step ladders & tower scaffolding.
* Ensure reasonable protection of materials and property.
* Ensure that fire escape routes are kept clear.
* Test fire alarms weekly and maintain log book.
* Make safe any hazards and ensure area is cordoned off.
* Keeps paths and entrances free of snow and ice to ensure the safety of pupils, parents, staff and visitors.

**GENERAL RESPONSIBILITIES**

* Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times.
* Attend Royal Russell Day and Open Day to carry out allocated duties as required.
* Ensure correct staff identification is worn at all times whilst on site and that you clock in and out to ensure good time keeping.
* Dress appropriately and in a professional manner.
* Undertake the schools’ performance management/appraisal process.
* Act in a professional and positive manner that reflects the school’s ethos.
* Be a first aider (training provided.)
* Be part of the school’s call-out service to provide out of hours cover (for additional payments.)
* Attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population.
* Be willing to undertake training as necessary.
* Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
* Carry out any other duties as reasonably requested by Domestic Services Manager, Estates Manager or Headmaster.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**Person Specification – Caretaker**

**Experience**

* Previous experience of caretaking, security and/or general maintenance
* Sufficiently active and fit enough to fulfil the requirements of the position and to work from height when required

**Qualifications**

* Full clean driving licence
* Good level of general education including GCSE Maths and English at Grade C or above, or equivalent
* A valid First Aid Certificate (or willingness to be trained to achieve certification) (desirable)

**Skills, knowledge and abilities**

* Understand safe working practices and Health and Safety legislation.
* Have some understanding to building construction, services and design.
* Able to interpret technical information.
* Able to undertake minor DIY tasks.
* Commitment to high standards.
* Well organised and capable of prioritising their own work.

**Other requirements**

* Available for out-of-hours callouts (i.e. evenings and weekends.)
* Flexibility to cover holidays etc. and occasional Saturday evenings and Sundays will be required to cover functions and events.

**September 2017**