

Maypole Primary School Caretaker Job Description

Responsible to the Executive Site Manager

Respect, Independence, Perseverance, Community, Aspiration, Compassion

Salary: Kent Range 4 upper, £22,493 per annum (increasing to £23,921 from September 2024)

Hours: 37.5 hours per week, 7.30am to 3.30pm all year round, 27 days annual leave

Main purpose

The caretaker is responsible for maintaining clean, safe and secure school premises, including buildings and grounds and carrying out cleaning, handyman activities, routine maintenance and refurbishment, portering, and minor repairs. This post will require some supervision of school cleaning staff and the post holder is expected to promote and comply with health and safety around the school at all times.

Duties and responsibilities

General duties

- Carry out portering duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the Federation Operation's Manager
- Carry out small repairs and DIY projects
- Carry out small decorating projects

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Security

- Maintain the security of the school premises as the main key holder
 - Lock and unlock the premises as required, including out of school hours when necessary
 - Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
 - Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
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- Advise the executive site manager on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with current legislation and ensure we are compliant with health and safety in the workplace at all times
- Carry out daily site checks before school
- Provide safe access to the school in cold weather conditions
- Monitor the work of contractors, ensuring safe working practice and quality of work in the absence of the federation operations manager
- Support the Head of School in marshalling traffic before school

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively

Personal and Professional Conduct

- Support and make a positive contribution to the aims and ethos of the school in line with the federation's well-being and culture charter
- Set a good example in terms of dress, conduct, punctuality and attendance
- Uphold the school's behaviour code and uniform regulations
- Adhere to all school policies, including code of conduct
- Commit to own professional development through school based research projects
- Retain a positive attitude towards the role and where issues arise, discuss with Head of School the enable the issue to be resolved
- Model positivity towards others and support team members in overcoming issues and difficulties that may arise

Additional Duties

- Supporting the Head of School in manning the gates before and after school
 - You may be required to support other schools within the Trust if required
 - Collaborating with the other caretakers in the Trust, sharing best practice and attend regular meetings
 - Ensuring the maintenance of the school minibuses
 - Drive the school minibus as required by the Head of School
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