**Name: Date: Oct 17**

**Job Title: Caretaker/Groundsman**

**Responsible to: Facilities Manager**

**Job Purpose:**

To assist with the efficient day to day running of the site including ensuring overall security of the site and access for users as required as well as providing a high quality maintenance and repair service.

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**The post holder will:**

* Work with the Facilities Manager to ensure proactive and reactive maintenance is delivered in a timely manner
* Be responsible for the security of the site including opening and closing of the school
* Be required to work independently or under the supervision of the Facilities Manager using their own initiative to overcome problems  
  Assist in the monitoring and testing of building systems to ensure the school meets its legal obligations under regulatory compliance
* Undertake driving duties as required
* At all times adhere to good safeguarding procedures and practice
* Be available to work across our entire site.

**Duties**

**Security**

* Ensure arrangements are in place for the locking and unlocking of school buildings.
* Operation of the schools security alarm systems including provision of out of hours call out.
* Act as a registered key holder for the site.
* The post holder may be required to respond to emergency call outs out of hours and at weekends to cover emergency repairs, security issues and to facilitate contractor access. This occasionally may involve work at weekends and during unsociable hours.

**Events**

* Setting up of rooms.
* Setting up the school hall for events.

**Lighting and Heating**

* Understand the heating and hot water generating system ensuring its correct operation.
* Be aware of all stopcocks, gas and electricity meters and reading meters as required.
* General maintenance of all lighting and emergency lighting systems ensuring that they are fully operational. Arranging for repairs and testing to be undertaken as required.
* Assist the Facilities Manager to ensure energy efficiency.

**Internal Maintenance**

* Assist with reactive and proactive maintenance as required under the instruction of the Facilities Manager.
* Ensure minor and temporary repairs are completed as required.
* Inspect electrical fittings and report defects required.
* Regularly inspect plumbing and condition of washroom facilities and report/repair defects as appropriate.
* Synchronise clocks, time switches etc. as required.
* From time to time supervise the activities of visiting contractors

**External Maintenance/Grounds keeping**

* Ensure all low level gutters, drains and gullies are clear to ensure effective and healthy operation.
* Ensure borders are kept tidy and weed free, trimming of hedges.
* Inspect outside fabric of the school, report/repair defects as appropriate.
* Assist with the clearing of snow, ice and detritus as appropriate, including the treatment of surfaces with salt etc.
* Assist with maintenance of the school’s sports area and facilities, including occasional grass cutting and pitch marking.

**Emergencies**

Ensure safe access to the school and classrooms where required in the event of snHHS_letterhead_headerow, ice, minor flooding or similar emergencies.

* Deal with or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate and as soon as the problem is discovered.
* Deal with or arrange to be dealt with, all electrical and fuel oil emergencies, including making safe and temporary supply measures.

**Health and Safety**

* The post holder is required to attend periodic Health and Safety Training sessions organised by the school to keep them informed of health and safety issues relating to the duties of the post.
* The post holder will be required to undertake first aid training.
* To perform their duties in line with health and safety requirements and take remedial action where hazards are identified.
* Maintain the site stores in a tidy and safe manner.
* To report serious hazards to the Facilities Manager immediately.
* To assist with the routine testing of fire, emergency lighting and water systems.
* Use cleaning and maintenance substances in line with COSHH requirements.

**School Vehicles**

* Carry out driving duties to meet the operational requirements of the school including refuelling vehicles as required and reporting any defect.

**Miscellaneous**

* Carry out any other duties commensurate with the post to meet the operational requirements of the school.
* Ensure the post holder attends any relevant training organised by the school.

**Contacts**

Regular contact with teaching staff, children, other caretakers and external suppliers. Occasional contact with parents.

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| **Job Holder** |  | **Date** |  |

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| **Headmaster** |  | **Date** |  |