SYDNEY RUSSELL SCHOOL

JOB DESCRIPTION

POSITION: CARETAKER

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SCALE: APT&C Scale 5 point 12-15 (£32,532 – £33,984 per annum)

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

Closing Date: Friday 8th August 2025

PURPOSE OF JOB:

* To support both Secondary & Primary sites.
* To maintain security of both premises
* Working with School Business Leader, Senior Caretaker and Director of Assets (Partnership Learning) to ensure Health & safety and statutory compliance of all buildings are kept compliant
* To monitor the school’s maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
* To work as a team across both sites covering leave, sickness, training when required.
* To be responsible for maintaining and continually improving the internal and external environment of the school in order to create the best possible conditions for learning and teaching.
* To work as part of the team to improve the grounds of both sites.

MAIN DUTIES:

Premises Security & Site Management

* Take responsibility for ensuring all buildings are secure and intruder alarms activated at the end of each day.
* Ensure school is open and adequately staffed by site staff for day-to-day school activities.
* Dealing with appropriate breaches of security and communicating to relevant staff or emergency services
* Take responsibility for ensuring the intruder alarms and fire alarm systems are updated and maintained, ensuring all faults are dealt with and reported immediately.
* Ensure and coordinate weekly/periodic testing of fire alarm system.
* All Premises staff to form part of the keyholder list
* Working in partnership with School Business Leader, Director of Assets (PL) and Senior Caretaker to source and procure services when required.

Maintenance of School Building & Grounds

* Perform 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 meeting H&S guidelines.
* Arrange and carry out emergency cleaning and removal of graffiti
* Operating an agreed programme of planned maintenance under the instruction of the Senior Caretaker/ School Business Leader.
* Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored each day and ensuring there is adequate hot and cold water.
* Maintain boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict health and safety procedures.
* Checking premises are at correct temperature at designated times via Individual Units/Control Panels or/and BMS system
* Replacing lights, tubes, diffusers, starters where necessary
* Ensure downpipes drains and gullies are free flowing and clean
* Removing snow and other obstructions from main entrances, steps, paths.
* Preventing unauthorised/unsafe parking on school site
* Dealing with appropriate breaches of security and communicating to relevant staff or emergency service
* Oversee any reasonable key requests and orders and distribute to stakeholders
* Locking and unlocking internal and external doors as required
* Ensuring fire doors are free of clutter and obstructions
* Weekly/Periodic Testing of sprinkler system
* Carry out any minor tarmac repairs
* To minimise hazards including checking location of firefighting equipment and alarm bells
* Support all Departments in putting up and taking down of external or internal equipment
* Ensure all stock is kept up to date and ordered

Cleaning

* Where necessary, clean up any spillages that occur across the school, this to include if students become ill, this will include vomiting

Porterage

* Undertaking/arranging for safe storing and moving of items of furniture, equipment and provisions as required
* Receiving and directing as appropriate all deliveries for the schools
* Keeping up to date records, inventories and forms as required
* Setting up and packing away for all school exams and events

Compliance of Health & Safety

* Ensuring compliance by periodic inspection of all areas
* Taking responsibility for ensuring appropriate signs and notices are displayed
* Taking responsibility for ensuring all hazards are removed
* Correct Uniform and PPE is worn at all times
* Ensuring fire exits are accessible and fire fighting equipment is correctly positioned and services
* Ensuring all staff are aware of their responsibilities as appropriate
* To be trained and respond as Fire Wardens for the School
* Carry out Weekly L8 Water testing or as required
* Take responsibility for ensuring pest control is under control informing appropriate agencies when required.
* Carry out Weekly Fire Door checks/Ladder Checks or any other reasonable statutory requirement as directed by the Facilities Manager
* To be first aid trained and respond when required for all School incidents

Child Protection

* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Sydney Russell School

General

* Required to carry out all reasonable duties and responsibilities of the post
* Respond to all Helpdesk Requests through the school maintenance helpdesk service
* 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 school's policies and procedures
* 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

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract). The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body:

* To uphold the school’s policy in respect of child protection matters
* Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
* The post holder may be required to perform any other reasonable tasks after consultation
* This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
* This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder
* All staff will be expected to participate in the school’s performance management scheme.

**Selection criteria – Caretaker**

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| Criteria | Essential | Desirable |
| Qualifications & Experience | * Outstanding record of attendance and punctuality
* Previous experience of working within an educational environment is preferred
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| Personal qualities, skills & characteristics | * High skill/aptitude levels in dealing with people
* Excellent interpersonal skills
* Effective use of ICT
* Good communication skills (written and oral)
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| Knowledge / special aptitudes | * Knowledge and understanding of diversity and equality requirements
* An ability to work as part of a team
* An ability to work in a fast-paced environment and to be flexible to meet the needs of the school
* High levels of integrity, trust and work-ethic
* Self-confidence and calm approach when dealing with challenging and difficult circumstances
* An ability to be reflective and self-critical
* An understanding of how important a pleasant and positive working environment is to our young people
* An ability to understand and follow instructions from your Line Manager
* The ability to prioritise and use own initiative when appropriate.
* An attention to detail and ability to complete written reports when required
* A willingness to undergo training and development on a regular basis
* An ability to complete written reports when required
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