



Midsomer Norton
Schools Partnership

Home School: St. John's CofE Primary School

Job Description – School Caretaker

Job Role: School Caretaker – St John's C of E Primary School

Responsible to: Headteacher & Estates Manager

Hours of Work: 10 hours per week

Rate: Grade 3 SCP 5

Purpose of the role

To pro-actively assist the school in order to maintain a high standard of premises upkeep.

Principal Accountabilities and Standards

- Ensure the School and their premises are open and operational
- Take ownership of and carry out routine daily/weekly/monthly planned maintenance activities
- Maintain a high standard of cleanliness and tidiness across the school
- Keep storage facilities and plant rooms clean, tidy and well organised
- Comply with and promote good health and safety procedures.
- Report on the quality of subcontractor's work/service provision to the Estates Manager
- Embrace the educational requirements ensuring the teaching staff and students are at the forefront of our service provision
- Keep the school informed of progress of work.
- General making good and general upkeep of building fixtures and fittings
- To undertake a reasonable range of handyperson duties e.g. remedial painting and decorating, replacing lightbulbs, repairs to fixings etc.
- Positively and professionally represent the school and the Midsomer Norton Schools Partnership at all times.

Main Duties

- Responsible for unlocking the school and their premises for daily operation and occasional after school, evening/weekend activities, events and functions.
- To set out/put away furniture for school events etc
- Set and unset school security alarm systems and to respond, where necessary, to alarm activations and emergency call outs.
- Report all building, fixtures, fittings and maintenance issues/defects across the schools to the Estates Manager.
- Test and manage fire safety systems in accordance with statutory requirements
- Carry out planned maintenance testing/checks in accordance with statutory requirements such as Legionella monitoring and emergency lighting.

- Sweeping/clearing paths and walkways as necessary
- Waste management activities, litter collections, putting school bins/recycling in/out as required
- Drain and gutter unblocking
- Window cleaning
- Stain/Graffiti removal
- Painting and decorating
- Clean up after any self-work activity and ensure all subcontractors clean up on completion of their work activities
- Obtain and collate utility meter readings as required
- Minor plumbing repairs
- Minor Building fabric repairs
- Minor playground repairs
- Use safe methods of working at all times
- Assist with materials/products sourcing, pricing and procuring when/if required
- Provide adverse weather response, grit paths and clear snow as necessary
- Use electronic devices to receive work and instructions, record work activities, and communicate as necessary (e.g., Ipads, mobile phones, pagers and two-way radios, email)

General:

- Work as and be a team player at all times.
- To attend meetings, training sessions and courses as directed by the Midsomer Norton Schools Partnership management.
- To play an active part in the life of the school, sharing the aims and objectives of Midsomer Norton Schools Partnership
- Be aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within all Schools
- To work within the policies, procedures and guidelines of Midsomer Norton Schools Partnership
- To carry out other duties as are required and as are commensurate with the grade of this post.

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential

- Responds enthusiastically to a demanding and busy environment
- Driven to succeed, independently and as part of a team
- Reliable, adaptable and innovative approach to work activities
- Sets and maintains high standards of delivery with attention to detail being essential
- Ability to work to set schedules
- Ability to re-prioritise work at short notice, responding to urgent tasks while undertaking routine tasks
- Ability to manage own workload within agreed time frame
- Responds professionally to customer requests Keeps school informed of progress of work using clear, informative detail
- Tactfully and diplomatically manage customers' expectations
- Uses own initiative to overcome problems
- Good communication skills
- Uses resources efficiently and effectively Approachable and friendly
- Remains calm under pressure Basic computer knowledge and ability to competently use mobile devices
- Knowledge of relevant Health and Safety requirements
- Uses safe working methods
- Willingly carries out repetitive tasks
- Able to:
 - climb a ladder and stairs unaided
 - Work at heights
 - Reach overhead and below the knees, including bending, twisting, pulling, and stooping
 - Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance
 - Visually inspect tools, equipment, or machines (e.g., to identify defects)
 - Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination
 - Use electronic devices to communicate Commitment to working with and on behalf of, diverse groups of people in a way which values and respects their needs Takes responsibility for own personal development

Desirable

- Experience of general maintenance work
- Knowledge and experience of electrical and mechanical building services
- Experience or understanding of working in education/school/Leisure environment
- Fire safety awareness
- Knowledge & understanding of Health and Safety At Work Regulations
- Asbestos awareness
- Legionella/water regulations awareness

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