

# CHRIST CHURCH C OF E PRIMARY SCHOOL SHOOTERS HILL



## JOB DESCRIPTION

### Site Caretaker

1. **POST TITLE:** Site Caretaker

The Site Caretaker at Christ Church C of E Primary School is responsible for maintenance, security and facilities management of the whole school site.

2. **ROYAL GREENWICH GRADE:** 5

3. **LOCATION:** Christ Church Church of England Primary School, Shooters Hill and other locations as required

4. **RELEVANT TO THIS POST:** Disclosure & Barring Service: Subject to DBS enhanced disclosure

5. **ORGANISATIONAL RELATIONSHIPS:** The post holder will be accountable to the Headteacher / School Business Manager and is expected to supervise the cleaning staff or contractor.

6. **DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:** Listed below are the responsibilities this role will be primarily responsible for:

- To be responsible for ensuring the site is accessible when needed and secured correctly when not in use, following appropriate procedures
- To be responsible for rolling preventative and improvement maintenance plans informed by routine inspections of buildings, fittings, fixtures, premises and grounds to identify areas requiring maintenance and repair, liaising with the senior leadership team to prioritise and ensure work can be carried out efficiently
- To be responsible for regular security checks to identify security risks and carry out site inspections to ascertain maintenance requirements and report findings to the appropriate member of the leadership team to ensure appropriate action can be undertaken
- To be responsible for fire safety equipment and carry out fire drills to ensure health and safety regulations are complied with and both staff and pupils are aware of fire drill procedures in the event of an actual fire incident
- Operate and respond to alarm systems as necessary including out of hours and check that alarm systems are working correctly to meet with Health and Safety regulations and procedures
- In the event of emergencies, temporarily secure premises e.g. board up broken windows etc. and liaise with senior staff regarding callout procedures to ensure premises can be secured appropriately as quickly as possible
- Liaise with staff using the premises for out of hours activities to ensure premises are secured correctly after use
- To be responsible for ensuring simple joinery/handyman repairs and maintenance duties are undertaken such as painting and repairing/maintaining fixtures and fittings, erecting shelves etc. to ensure premises and fittings are safe and fit for purpose

- To be responsible for ensuring simple plumbing repairs are undertaken when required such as unblocking sinks and drains, replacing tap washers etc. to ensure sanitary facilities are in good working order
- To be responsible for carrying out routine inspections of premises and grounds, fixtures, fittings etc. to assess maintenance/repair needs and health and safety risk assessments and take appropriate action regarding findings
- Operate and maintain the heating system, to ensure a comfortable warm environment is provided for staff and pupils and also with consideration to energy conservation
- Operate and maintain the lighting system, ensuring light bulbs are replaced when required to ensure adequate lighting is maintained to meet with needs
- Oversee and monitor the safety testing of portable electrical appliances and the annual fire equipment testing. Maintain accurate and up to date records to meet with regulations and procedures
- To carry out emergency cleaning i.e. graffiti removal when necessary and oversee day to day cleaning duties to ensure the school is maintained to a high standard
- Co-ordinate deliveries to the school, ensuring all necessary/auditable paperwork is in order
- Ensure all specialist sports and play equipment are maintained to a high standard and any issues are reported to the appropriate person
- To carry out any porter duties such as moving furniture etc. as required assisting with the efficient running of the school
- Provide support to facilities and premises project management including procurement, refurbishment works, liaising with external contractors
- To ensure all areas are kept clean, free of litter and weeds and paths gritted or salted when applicable to ensure the environment is safe for use
- To be responsible for Annual Health and Safety Audit Risk Assessment and any actions arising
- To attend any training courses relevant to the post, ensuring continual personal and professional development
- To work as part of a team and on own initiative as appropriate
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
- Provide pastoral care and support to sick and injured children when required taking appropriate action to ensure the appropriate staff are fully informed of incidents and accidents
- Assist with maintaining accident records as required
- Facilitate lettings and carry out associated tasks, in line with local agreements
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules. These include:

a) Fire safety – Fire drills, call points, escape routes, emergency exits, firefighting equipment, housekeeping, fire alarm tests b) Legionella testing c) Meter readings d) Ladders and working at height equipment safety inspections e) COSHH Register f) Alarm tests

- Carry out gate patrols at the beginning and end of the school day
- Maintain the perimeter and grounds of the school carrying out daily inspections and reporting/rectifying any defects
- Access roof area to maintain gully's and drainage works in and around the school site (not requiring specialist cleaning equipment)
- Replenish caretaking consumables, such as paper towels, toilet rolls and soap and ensure stocks are held securely in the school, receive all larger deliveries to the school site
- Collect and assemble waste for collection.
- Operate MIS system efficiently, and presenting data analysis reports on energy usage Individuals in this role may also:
- Provide training on health and safety issues to other staff
- The Post holder may undertake any other duties that are commensurate with the post

## **7. COMMON DUTIES AND RESPONSIBILITIES:**

### 7.1 Quality Assurance

To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data is reported and used in planning & decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

### 7.2 Communication

To establish communications and reporting to ensure that the school's site site priorities, procedures, policies, strategies and objectives are effectively communicated to all stakeholders including the Headteacher, Governors and staff.

### 7.3 Professional Practice

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in quality of its service to internal and external customers.

### 7.4 Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored including water systems and other materials such as asbestos as necessary.

Maintain clear and adequate records of all legislative testing and monitoring, including any action identified as necessary. Carry out risk assessments as necessary.

### 7.5 General Management

To prioritise and manage workflow whilst maintaining a flexible approach to urgent requests. The application of the school's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

#### 7.6 Financial Management

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

#### 7.7 Appraisal

All employees will receive appraisals and it is the responsibility of each employee to follow guidance

#### 7.8 Equality and Diversity

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

#### 7.9 Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work. All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

#### 7.10 Induction

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

#### 7.11 Safer Recruitment

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.