



GREATFIELDS SCHOOL

Dream it. Believe it. Achieve it.

JOB DESCRIPTION

POSITION: CARETAKER

SCALE: APT&C Scale 4

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

PURPOSE OF JOB:

- To assist the Senior Caretaker in maintaining the Greatfields School site.
- To assist the Senior Caretaker in maintaining the security of the premises.
- To assist the Senior Caretaker in ensuring the health & safety and statutory compliance of all buildings are kept compliant.
- To assist the Senior Caretaker in monitoring the school's maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
- To work as a team covering leave, sickness, training when required, including covering the Senior Caretaker when absent.

MAIN DUTIES:

Premises Security & Site Management

To assist the Senior Caretaker in: -

- Ensuring that buildings are secure and intruder alarms activated, ensuring all staff have vacated the building.
- Ensuring windows and doors are in good repair and informing the Senior Caretaker of any window or door defects which may lead to a breach of security.
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency services.
- Locking and unlocking external doors as required.
- Reactively monitor school CCTV system when required.
- Weekly periodic testing of fire alarm system and ensuring that lines to the Borough are functioning correctly.
- Assisting with the move to permanent premises.

All premises/site staff to form part of the key holder list – to act as first point of contact.



Partnership Learning



Cleaning

To assist the Senior Caretaker in: -

- Undertaking agreed cleaning/Janitorial tasks not included in the schools cleaning specification.
- Ensuring all toilet areas remain clean and safe during the school day, replenishing toilet rolls and towels when required.
- Cleaning up incidents during the day including vomiting, spillages or any reactive janitorial tasks.
- Emergency cleaning and removal of graffiti

Maintenance of School Grounds and Building

To assist the Senior Caretaker in: -

- Performing 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.
- Assisting and safely manage all contractors/visitors on site.
- Operating an agreed programme of planned maintenance.
- Monthly testing of emergency lighting and record.
- Monitoring HVAC (Heating, Ventilation and Air Conditioning) systems.
- Maintaining boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict Health and Safety procedures as directed by the School Business Manager.
- Replacing lights, tubes, diffusers, starters where necessary.
- Keeping downpipes drains and gullies free flowing and clean.
- Gritting of entrances, steps and paths prior to any forecasted freezing weather.
- The removal of snow and other obstructions from main entrances, steps, paths.
- Preventing unauthorised/unsafe parking on school site.
- Ensuring fire doors are free of clutter and obstructions.
- Carrying out any minor tarmac repairs.
- Supporting all Departments in putting up and taking down of external or internal equipment.
- Undertaking any reasonable repairs as and when required.

Porterage

To assist the Senior Caretaker in: -

- The safe storing and moving of items of furniture, equipment and provisions as required.





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- Receiving and directing as appropriate deliveries for the school.
- Setting up and packing away for all school events and examinations.

Compliance of Health & Safety

- To be trained and respond as Fire Warden for the School.
- To be first aid trained and respond when required for the School.

To assist the Senior Caretaker in: -

- Weekly L8 Water testing or as required.
- Weekly Fire Door checks/Ladder Checks or any other reasonable statutory requirements as directed by the School Business Manager.
- Notifying appropriate agencies, via the School Business Manager, where there is a pest control problem.

General

- Required to carry out all reasonable duties and responsibilities of the post.
- Respond to Helpdesk requests.
- 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 schools policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Greatfields School.
- 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.



Partnership Learning