

Job Description & Person Specification

School Caretaker / Site Manager

Line Manager: Headteacher

Location: A brand new SEMH Provision in Penge, South-East London

Must hold a valid UK Drivers Licence

Essential

- Experience of teamwork
- Experience of working to a deadline
- Experience in facilities management or a related field
- 'IOSH managing safety' is essential for this role. If not already obtained attendance on the next available Acorn/NFA IOSH training course is essential.
- Computer literacy and experience completing site safety checks

Desirable

- Experience in DIY/practical skills
- Experience in dealing with contractors.
- Experience of a school environment.
- Experience with SEMH and SEN Children

Job Purpose

An essential member of the Woodside Park wider staff team. Responsible for a wide range of duties and responsibilities connected with the fabric and grounds of the school. The role will present with opportunities to gain experience professionally and complete relevant training programs. The principal responsibilities are listed below.

About the School

Woodside Park School is a brand-new school under Acorn Education and Outcomes First Group. Acorn Education has more than thirty-five schools across the UK, and Woodside Park is the company's first venture in London, and there are over 50 schools under OFG across Britain.

The site has recently been refurbished as of December 2024 to a high spec with all new fixtures and fittings, and with new internal systems such as access controlled doors and air con/heating systems. The role will be to complete daily, weekly, monthly, and yearly checks whilst also maintaining the internal and external spaces as and when required.

Areas of Responsibilities and Key Tasks

1. General

- Take ownership and leadership of the risk assessment process, ensuring the safety and well-being of all staff, students, and visitors.
- Assist the wider school and company community in the implementation of school development projects and participate in general maintenance activities.
- Proactively identify and address health and safety concerns, reporting issues to relevant members of Senior Leadership.
- Communicate issues effectively, and source quotes for necessary external repairs or improvements.

The ideal candidate will be a highly motivated and hands-on individual who can support us in developing, implementing, and maintaining efficient systems and procedures.

2. Internal Maintenance

- Complete a full internal site walk every morning, ensuring the building is fit for purpose before pupils arrive
- Conduct daily, weekly, monthly, and yearly building checks as per OFG guidance, and report any maintenance needs. This includes, but is not limited to water temperature checks, asbestos checks and ladder condition checks.
- Inspect any electrical fittings, and report defects, booking in with contractors as required.
- Replace any fittings around the site as and when required.
- Regularly inspect the sites plumbing system and undertake any minor repairs.
- Amend any electrical systems (e.g., date / time) when applicable.
- Conduct minor repairs to fixture and fittings, and support staff with moving furniture as per the Manual Handling Policy
- Order materials and tools to help maintain the site, and make sure all equipment is stored carefully away from children so no risk is posed.
- Attend any relevant training courses as directed by the Headteacher

3. External Maintenance

- Conduct daily inspections of the school's exterior, including walls, fences, gates, steps, lighting, equipment, and report / repair any defects.
- Remove any graffiti as and when found.
- Clear any leaves, ice, trees, and hazards as and when applicable.
- Carry out minor works as and when directed to by the Headteacher.
- Contact contractors to gain quotes for Headteacher approval, and organise the diary of works over periods suitable for the site
- Be responsible for the care and maintenance of school vehicles and other electronic equipment and machinery.

4. Security and Associated Duties

- Implement and maintain security procedures for the school building and grounds.

- Conduct daily security checks, ensuring all entry points (windows and doors) are securely locked.
- Regularly test and maintain the fire alarm system to ensure its proper functioning.
- Liaise with external security contractors to ensure the site's safety and security, particularly during periods of staff absence.
- Report any incidents of theft or vandalism to the Headteacher and/or law enforcement immediately.
- Ensure all fire evacuation routes are kept clear and provide staff with proper fire safety training and evacuation procedures.

5. Heating

- Check and control system functions, ensuring site stays at a temperature within legal boundaries
- Regularly check and maintain all parts of the heating system as required with due regard to appropriate safety requirements.
- Report all defects to the Head Teacher/Facilities Manager and contact engineers as instructed.

6. Manual Handling Duties and Furniture Moving

Must be able to move such items of school furniture as required in connection with the school and other users of the school premises with due regard to current Health & Safety and Lifting & Handling regulations.

7. Emergencies

- Respond to and clean up incidents: Address sickness and other spillages as required.
- Manage emergencies: Respond to and manage incidents such as bursts, leaks, floods, and fires, ensuring immediate safety and initiating appropriate action.
- Electrical and Gas Emergencies: Handle electrical and gas emergencies, including isolating the supply as a first response.
- Emergency Service Coordination: Ensure access for emergency services, help when needed, and secure the premises following an incident.

OTHER RESPONSIBILITIES

Safeguarding and Equality:

- Uphold the school's commitment to safeguarding vulnerable young people.

- Promote and comply with equal opportunities policies.

Health & Safety:

- Comply with all relevant health and safety legislation, including maintaining and updating infoexchange records (e.g., accident reports, maintenance checks, Legionella testing).
- Conduct regular safety checks, including fire alarm and vehicle inspections.
- Maintain accurate records in the HSE Manual, Fire Log Book, and Company vehicle Logs.
- Conduct weekly site walks and report significant issues to the SLT.

Professional Development:

- Participate in ongoing professional development, including relevant training courses (e.g., IOSH, Team Teach, First Aid, COSHH, Fire Marshall, Safeguarding).

Administrative Duties:

- Maintain accurate records of work completed.
- Manage school vehicles, ensuring all necessary checks (e.g., MOT, Servicing) are carried out in a timely manner.

General Responsibilities:

- Perform any other reasonable duties commensurate with the post as directed by the SLT.