

Job Description

Caretaker

Accountable to:

Head Teacher and Deputy Head Teacher

Job Purpose:

To manage and maintain the school premises ensuring they are clean, secure, safe and well maintained at all times. Responsible for a wide range of duties and responsibilities connected with the fabric and grounds of the school.

Main Duties:

- Locking and unlocking the buildings as required
- Setting up facilities such as chairs, tables, garden area etc
- Dealing efficiently with pre-planned maintenance, day to day establishment requirements and being reactive to problems that may arise.
- Undertaking repairs to fixtures and fittings
- Ensuring all plant equipment is maintained to the required standards.
- Grounds maintenance
- Assisting with the organisation of the school refurbishments
- Porterage around the school site
- Monitoring the premises for any hazards, carrying out repairs or reporting problems where necessary.
- Ensuring that all stakeholders adhere to the school's Health & Safety Policies and Procedures

Health and Safety

- Taking reasonable care of own health and safety and that of others
- Co-operation on all issues involving health and safety
- Using the appropriate work equipment provided, in accordance with training and instructions
- Maintaining appropriate record keeping
- Ensuring all equipment is maintained effectively, in line with statutory requirements
- Not interfering or misusing anything provided for health, safety and welfare
- Reporting any health and safety concerns to the Head Teacher or Deputy Head Teacher as soon as possible
- Ensuring all tasks are completed in a safe manner

Other Duties

- Overtime work, when required and in agreement with the Head Teacher
- Flexibility
- Respond to emergency call outs and take action as required.
- General cleaning when required.
- Supervision of contractors during school holidays
- Painting and decorating, general maintenance and repairs
- Health and Safety checks in line with legislation
- Sweeping/salting/leaf blowing and keeping clear the school drive, yard and car parks
- Litter collection around the whole school and site
- Perimeter checks
- Any other duties that may be required

This role requires periods of lone working and as such, the postholder will need to display a high degree of responsibility and professionalism in their work. The ability to use own initiative is essential.

Safeguarding

- All staff have a responsibility to ensure that all school Safeguarding Policies are adhered to at all times and that concerns are raised in line with the School's policy.
- A commitment to attend suitable training, to support safeguarding and health and safety responsibilities within the school.
- Attendance at specific staff training sessions, or INSET Days in line with safeguarding and health and safety legislation.

Person Specification:

Qualifications: Essential:

- Full driver's licence
- Good Numeracy and Literacy skills

Desirable:

- Any additional qualifications pertinent to the job role

Knowledge and Experience:

Essential:

- Experience that supports maintenance of an aspect of building or premises
- Experience that is transferrable to the role
- Knowledge and understanding of relevant policies/codes of practice: H&S
- Ability to use a range of tools and equipment, ensuring safe handling and storage.

Desirable:

- Experience of working as part of a team
- Experience of co-ordinating building projects and premises improvements

Skills and Attributes:**Essential:**

- Ability and willingness to work as part of a team.
- Ability to use initiative.
- Ability to communicate effectively at all levels with internal and external personnel, contractors, and suppliers.
- Understanding of school roles and responsibilities
- Willingness to participate in training and development.

Desirable:

- Ability to carry out basic building repairs, painting, decorating and grounds maintenance.

Personal Qualities:**Essential:**

- Highly motivated with high expectations, a positive attitude, and a good sense of humour
- Excellent self-management skills
- High levels of personal integrity and a flexible approach to the role
- Approachable professional, who responds well to and offers constructive advice.

Please Note:

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties which reasonable correspond to the general character of the post and are commensurate with its level of responsibility