

JOB DESCRIPTION CARETAKER

RESPONSIBLE TO DEPUTY HEADTEACHER

JOB SUMMARY Under the direction of the Senior Leadership Team and in accordance with the practices and procedures of the school, to manage and maintain the school premises ensuring they are clean, secure, safe, well maintained and operate smoothly at all times.

Responsible for repairs and maintenance, housekeeping, grounds maintenance, site safety and compliance, fleet management, and other tasks to maintain the highest standards of service.

HOURS OF WORK Monday to Friday, 6:30 am to 2.30pm

KEY TASK AREAS AND RESPONSIBILITIES

Job responsibilities:

- Locking and unlocking the buildings as required.
- Setting up facilities such as chairs, tables, garden area etc.
- Porterage around the school site, including contractor support.
- Undertake weekly vehicle checks of all school vehicles in line with site schedules.
- Undertake routine health and safety checks in line with Company Policies.

Repairs and Maintenance

- Carry out minor repairs, replace bulbs, tubes, shades, minor plumbing, changing lamps, unblocking drains, replacing finishings, ironmongery etc and address emergency repairs as necessary.
- Organise and carry out minor redecoration & improvement works.
- Handle emergency issues such as leaks, flooding, breakages, and security repairs.
- Undertake regular site inspections and perform risk assessments to ensure the building and grounds remain safe and secure; identify and record repair and maintenance requirements.
- Implement and manage the school's repair and maintenance programme, liaising with contractors to ensure work is completed to a high standard and within deadlines.
- Dealing efficiently with pre-planned maintenance, day to day establishment requirements and being reactive to problems that may arise.

- Assist with the organisation of school refurbishments.
- Ensure all plant equipment is maintained to the required standards; organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for the site.

General Housekeeping

- Check and maintain fire alarms, ensuring they are operational and compliant with safety regulations.
- Coordinate the movement of furniture and educational deliveries as required.

Grounds Maintenance

- Ensure daily maintenance of the grounds to a high standard, ensuring cleanliness and safety throughout the year, ensuring the grounds are well-maintained, can be safely accessed and are well-presented.
- Manage the clearing of paths, drains, gullies, and the car park, especially in frost or snow conditions.
- Perform regular checks on play equipment to ensure safety and compliance with regulations.

Site Safety and Compliance

- Maintain records and administrative systems for premises functions.
- Contribute to the review of school health and safety policies and participate in the Health and Safety Committee as required.
- Perform risk assessments, safety audits and routine health and safety checks in accordance with site schedules to ensure the safety of staff, students, and visitors on the school premises.
- Monitor the quality of work carried out by contractors, ensuring all safety protocols and procedures are followed.
- Ensure continuous improvement in the quality of service, cleanliness, and building maintenance.
- Ensure all stakeholders adhere to the school's Health & Safety Policies and Procedures.
- To ensure the school is safe and ready to receive all stakeholders to site.
- Monitor the premises for any hazards, carrying out repairs or reporting problems where necessary.

PERSON SPECIFICATION

General characteristics	Essential	Desirable
Experience		
<ul style="list-style-type: none"> Relevant experience of working in maintenance 	✓	
<ul style="list-style-type: none"> Managing budgets effectively and ensuring cost efficiency 		✓
Skills Knowledge & Aptitude		
<ul style="list-style-type: none"> Good knowledge of general maintenance practices 	✓	
<ul style="list-style-type: none"> Basic carpentry, plumbing skills 		✓
<ul style="list-style-type: none"> Ability to motivate a team and individuals 		✓
<ul style="list-style-type: none"> Effective communication skills, verbal and written 	✓	
<ul style="list-style-type: none"> Good IT skills 	✓	
<ul style="list-style-type: none"> Good organisational and time management skills 	✓	
<ul style="list-style-type: none"> Ability to make sound decisions under pressure 	✓	
<ul style="list-style-type: none"> Ability to work independently and a part of a team 	✓	
<ul style="list-style-type: none"> Good knowledge of safeguarding procedures 	✓	
<ul style="list-style-type: none"> Ability to work with a successful team 	✓	
<ul style="list-style-type: none"> A calm and positive attitude to all aspects of school life 	✓	
<ul style="list-style-type: none"> A caring and sensitive attitude towards pupils which values all individuals 	✓	
<ul style="list-style-type: none"> Demonstrate good interpersonal skills 	✓	
Qualifications & Training		
<ul style="list-style-type: none"> A qualification in a trade such as plumbing 		✓
<ul style="list-style-type: none"> Relevant qualifications for the specific service/sector 		✓
<ul style="list-style-type: none"> Willingness to work towards further qualifications as required group induction training on commencement. 	✓	
Other		
<ul style="list-style-type: none"> Commitment to the mission, vision and values of the organisation 	✓	
<ul style="list-style-type: none"> Full UK Drivers licence 	✓	