

Caretaker

Job Description

Position profile

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| Job title: | Caretaker |
| Responsible to: | Headteacher |
| Salary: | NJC SCP 3 – 4 |
| Hours: | 37 hours per week – 52 Weeks Per Year Monday to Thursday; 7.00 -11.00, 2.00-5.30, Fri-7.00 -11.00, 2.00-5.00 Alarm call outs required (as required) Hours may change as required by the school |

Purpose of the role

Under the guidance of the Headteacher (HT) and Head of Estates (HoE) the School Caretaker will assist in keeping the school premises maintained and fit-for-purpose, ensuring that the Academy and Academy Trust procedures and policies are adhered to.

Responsibilities of the role

1. Security

Maintain the security of the premises, its contents, and safeguarding requirements in accordance with the school's current needs.

- Securing and unlocking the school premise as required
- Be aware of who is on site and challenge unknown visitors.
- Securing unoccupied areas throughout the day as required.
- First line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measure after break-ins, vandalism, calling contracts for assistant or liaising with Head of Estates, etc
- Respond to any alarm call outs as necessary

- Responding to, and resetting of the alarm, liaising with the police and alarm company.
- Checking and securing the school premises after out of hours intruder alarm activation

2. Heating and Lighting

- To ensure any defects or issues are either dealt with or reported as appropriate.
- Maintain appropriate temperatures in school.
- To clean light fittings and to test lighting systems weekly replacing where necessary minor parts such as tubes, lamps, fuses and diffusers, in accordance with safe working practices
- Work at heights (e.g. in Multipurpose Hall, Dining Rooms, Stair Wells, etc.)
- Assist contractors on site for maintenance purposes

3. Cleaning/Maintenance

- To ensure any defects or issues are either dealt with or reported as appropriate.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- To ensure that gullies, drains etc, are kept free from debris and that the site and grounds are litter free.
- Clear pedestrian access to the site particularly in adverse weather conditions (e.g. clearing snow, gritting, etc.).
- To dispose of waste materials in a safe hygienic manner ensuring that it is available for collection as required.
- Maintaining the school premises as required. Examples include Painting, small and general repairs and renovation as required.
- Removal of any waste

4. Porterage

- The porterage service will depend largely on the needs of the site and the contracted hours of the caretaker/cleaner-in-charge.
- Receive, store, and distribute goods delivered to school.
- Assist with unloading.
- Taking delivery of stores, materials and other goods and safely storing.
- To undertake porterage tasks as required including setting up and clearing away furniture.

5. Services & Contractors

- To report emergencies in the case of faults with gas, electric and water supply.
- Liaise with contractors for booking in services and showing contractors around the site.
- Liaise with contractors attending site, being aware of their impact on those using the premises.

6. Resource

- To control the provision and replenish toiletry items, including requisition, storage and distribution of such items.
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light bulbs / tubes and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records including intruder alarm logbook, repair orders, and heating system records book, carry out meter readings.

7. Routine Inspections

- Log school compliance. Example include:
 - Fire alarm checks

- Fire Extinguisher
- Fire Sprinkler
- Fire Call Points and green boxes
- Perimeter checks
- Playground equipment
- Emergency lighting
- Water Flushing

8. Training

- Will undertake relevant training to ensure skills and requirements of the role are up to date. Attend all relevant health and safety training.

9. General

- Assisting with the maintenance of health and safety standards in the working environment including undertaking risk assessments as appropriate.
- Promoting and enforcing the school's Health and Safety policy.
- Promoting and enforcing the school's Equal Opportunities policy.
- Promoting and enforcing the school's Safeguarding policy.
- Support other schools within the trust in emergencies (as required)
- Any other duties commensurate with the nature and grading of the post.

Caretaker

Person Specification

1. Qualification Criteria

- Good literacy & numeracy skills
- Good communication skills
- Good computer based skilled (Email, Word, Excel)

2. Knowledge and Experience

- To be able to carry out general repairs without guidance
- Ability to lift and carry items
- Ability to follow and comply with instructions on equipment and/or materials usage
- Willingness to work as part of a team
- Ability to work to deadlines
- Ability to manage own work effectively
- Able to use own initiative
- Ability to carry out health and safety checks and maintain relevant record

3. Specific Skills

- Experience of caretaking or premises management, building cleaning or building management
- Use of general cleaning equipment DIY skills
- Taken responsibility for security of a building
- Knowledge of security systems
- Use of commercial cleaning equipment (Preferred but not essential)
- Use of commercial site maintenance equipment (Preferred but not essential)

4. Personal Characteristics

- Proactive and innovative approach to work
- Willingness to 'do what it takes' and commitment to the Academy's and Trust's values
- Extremely conscientious and diligent/detail orientated approach to work
- Ability to prioritise and manage conflicting demands

5. Work related Personal Requirements

- Willing to work outside of normal hours if required (overtime is payable)
- Willing to undertake relevant training
- Attendance at courses related to cleaning, caretaking or health & safety

6. Other

- The successful candidate will be subject to a DBS prior to taking up their appointment
- The successful candidate will be required to attend regular safeguarding training
- Are reliable, trustworthy and loyal.