

## Caretaker

### Job Description

#### Position profile

Job title:	Caretaker
Responsible to:	Headteacher
Salary:	NJC SCP 2 – 4
Hours:	37 hours per week – 52.143 Weeks Per Year
	Monday to Friday; including lunch break Alarm call outs required (ad hoc) 7.30am – 3.45pm – Can be discussed at interview. Hours may change as required by the school.

#### Purpose of the role

Under the guidance of the Headteacher (HT) and Estates Manager (EM) 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 Estates Manager, 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 to the OP 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 to the OP 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 to the OP.
- Under the direction of the OP liaise with contractors for booking in services and showing contractors around the site.
- Under the direction of the OP, 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.

