

**Caretaker**

Job Description

**Position profile**

Job title: Caretaker

Responsible to: Headteacher

Salary: NJC SCP 2 – 4

Hours: 30 hours per week – 52 Weeks Per Year

Monday to Friday; 11.45am – 6.00pm including lunch break  
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 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

1. **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

1. **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 re pairs and renovation as required.
* Removal of any waste

1. **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.

1. **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.

1. **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.

1. **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

1. **Training**

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

1. **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 basic computer based skills (Email, Word)

1. **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

1. **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)

1. **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

1. **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

# **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.