



## **JOB DESCRIPTION FOR: PREMISES – CARETAKER**

**Responsible to:** School Business Manager

**Job Purpose:** To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

### **Duties and Responsibilities**

- Assist in the maintenance of the school site, internal and external, to ensure the site is a safe environment for students, teachers and visitors
- Carry out minor repairs, alterations, redecoration, building and maintenance works (not requiring qualified craftsman)
- Perform duties in line with health and safety and report hazards to line manager immediately
- Act as a designated key holder, providing emergency access to the school site
- Assist the cleaners as when necessary and cover for any absences
- Perform duties which may include clearing drains, unblocking toilets and cleaning up after sickness
- Ensure deliveries to the school are correctly accepted, securely stored and distributed accordingly
- Help set out/put away lunch tables, setup any furniture for school events, undertake general portage as required by the SBM.
- Collect and dispose of waste
- Operate a range of basic tools and machinery eg. saws, mowers, shovels, cleaning equipment
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Work independently as well as part of a team
- Contribute to the overall ethos/work/aims of the school

### **Person Specification**

- Work effectively in a team environment
- Establish and maintain a good working relationship with colleagues
- Ability to communicate using basic information technology
- Be able to work around children in a friendly and patient manner
- A good level of fitness
- Maintain confidentiality on all school matters
- Willing to undertake training as required

*Woodlands Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.*

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Signed:

Dated: