**JOB DESCRIPTION**



Job Title: Caretaker

Reports : Site Manager

Current Grade: Kent Range 5, £20,595

Hours: 37 hours per week (all year round)

Job Holder’s Name: Vacancy Date: November 2022

**Purpose of Job**

To assit with all matters relating to the development, operation and maintenance of the school buildings and grounds.

**Responsibilities**

The duties encompass, within reason, whatever needs to be done in the context of the safe and effective operating the school’s premises. Duties include, but are not limited to:

**General Maintenance and Caretaking**

1. Carry out first line repairs and maintenance which are within the scope of a ‘home DIY’ person.
2. Assist with ongoing improvement works including decorating and grounds maintenance.
3. Undertake regular site inspections and identify and record repair and maintenance requirements.
4. Support the operation of a preventative planned maintenance programme and routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
5. Carry out routine procedures of inspection on ancillary equipment and check that they are in a serviceable condition.
6. Operate the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available.
7. Undertake duties in connection with the emergency planning.

**Grounds Maintenance**

1. Ensure that all hard play areas and paths are clean and free from litter and debris.
2. Ensure that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish.
3. Undertake, drain, gully and gutter clearance.
4. Undertake grounds care and maintenance (grass cutting, edges, borders, hedges, pathways).
5. Prepare the site for expected snow or ice forecast.

**Health and Safety**

1. Ensuring that the school premises and furnishing area are safe and in good order.
2. Attend appropriate ‘Health and Safety’ training courses.
3. Carrying out specific procedure in the event of fire, flood, accident or major damage.
4. Assist Site Manager with risk assessments, ensuring compliance with all health and safety responsibilities for example COSHH, ladders, asbestos, legionella and asset register.
5. Monitor fire safety equipment and carry out emergency evacuation procedures.

**Site Security**

1. Ensure the general security of the school’s premises and grounds.
2. Ensure the premises are open for use as and when required.
3. Oversee onsite contractors, escorting them on site, checking that work is completed to required standards and within agreed timescales.
4. Monitor the school’s traffic on school grounds
5. Request unknown persons on site to furnish proof of ID, further to prevent trespass on school premises or grounds, referring to the Site Manager or Operations Director, where necessary.
6. Monitor CCTV or surveillance equipment where appropriate

**Portage**

1. Move furniture and equipment around the school premises, as requested
2. Take delivery of grounds ordered by the school and storing if required
3. Set up for school events (e.g. examinations, assemblies, prize giving)
4. Arrange furniture for lunch time, school assembly, evening events and other activities as required.

**Other duties**

1. Facilitate scheduled lettings and such associated tasks.
2. Work alongside the cleaning staff and ensure that the school premises are clean and tidy, including litter picking and waste disposal.
3. Liaise with the school admin for the requisition of stores and supplies including the appropriate.
4. Support with the maintenance of the swimming pool.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Post holders are subject to an enhanced DBS check.

**Notes:**

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out.
2. This job description is not necessarily a comprehensive description of the post. It will be reviewed at regular intervals and it may be subject to modification and amendment at any time after consultation with the holder of the post.

Agreed by: Approved by:

Sharon Pritchard, Headteacher

Date: Date: