

**Seal CE Primary School**

**Caretaker - Job Description**

Responsible to the Executive Site Manager

Respect, Compassion, Community, Perseverance, Ambition, Independence, Happiness

Article 29: Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Seal CE Primary School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Job details**

**Salary**: Kent Range 4

**Hours**: 6.5 hours a day including non-term time 7am – 2pm (half an hour lunch) x 3 times a week

2 times a week split shift 7am – 10am then 2pm – 5pm

Split shifts and hours are negotiable for the right candidate

Annual leave to be taken during school holidays

**Contract type**: Part time permanent

**Reporting to**: Executive Site Manager

**Responsible for**: Site Assistant

**Main purpose**

The caretaker is responsible for:

* Maintaining clean, safe and secure school premises, which includes buildings and grounds
* Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, porterage, and minor repairs
* Some supervision of school cleaning staff
* Promoting health and safety around the school

**Duties and responsibilities**

**General duties**

* Carry out porterage duties, such as moving furniture and equipment around the school
* Maintain the general school premises, furniture and fittings, and report any issues to the Federation Operation’s Manager
* Carry out small repairs and DIY projects
* Carry out small decorating projects

**Cleaning**

* Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
* Carry out emergency cleaning duties, such as gritting and cleaning up spillages
* Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

**Security**

* Maintain the security of the school premises as the main key holder
* Lock and unlock the premises as required, including out of school hours when necessary
* Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
* Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
* Advise the executive site manager on all matters relating to school security and safety

**Health and safety**

* Ensure a safe working and learning environment in accordance with relevant legislation
* Carry out daily site checks before school
* Provide safe access to the school in cold weather conditions
* Monitor the work of contractors, ensuring safe working practice and quality of work in the absence of the federation operations manager
* Support the Head of School in marshalling traffic before school

**Responsibilities**

* Be committed to the safeguarding and promotion of the welfare of children and young people
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff and other agencies/professionals
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Ensure that cleaning staff carry out their duties professionally and effectively

**Personal and Professional Conduct**

* Support and make a positive contribution to the aims and ethos of the school in line with the federation’s well-being and culture charter
* Set a good example in terms of dress, conduct, punctuality and attendance
* Uphold the school's behaviour code and uniform regulations
* Adhere to all school policies, including code of conduct
* Commit to own professional development through school based research projects
* Retain a positive attitude towards the role and where issues arise, discuss with Head of School the enable the issue to be resolved
* Model positivity towards others and support team members in overcoming issues and difficulties that may arise

**Additional Duties**

* Supporting the Head of School in manning the gates before and after school
* Support Four Elms Primary with ad hoc issues that arise
* Supporting the caretakers across the federation in collaborative work when required
* Ensuring the maintenance of the school minibuses
* Drive the school minibus as required by the Head of School

Post holder………………………………………………………………. Date………………….

Head of School ……………………………………………………………. Date …………………

Review Date: