**JOB DESCRIPTION**

**Job Title: Caretaker (Sevenoaks based)**

**Responsible to: Site Manager**

**Contract: Permanent, full time, all year round**

**Hours: 37 hours per week Monday to Friday, following a shift pattern (11.30am-7.30pm)**

**Salary:**  **KR 4 (starting from £19,389)**

**Purpose of the Job**

* To assist the Site Manager in managing the Health and Safety procedures of the School so that the safest possible environment is achieved and maintained for pupils, staff and visitors.
* To support the Site Manager in maintaining and developing the School premises and grounds and ensure the School is a clean, healthy and safe environment for all.
* Whilst this role will be based in Sevenoaks following a shift pattern you may need to assist the Site Team at both sites and there needs to be a degree of flexibility on hours, as and when it is required.
* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the area child protection procedures.

**General Duties**

Cleaning -

1. Cleaning duties, including spot and emergency cleaning, which may be necessary to maintain hygiene standards.
2. Keep clean and tidy, when necessary, the paths, drives and other hard surfaces within the site grounds. Empty rubbish bins located around the site.
3. Undertake repairs and maintenance, when necessary, around the site.
4. Keep paths, access points and entrances free from snow, ice or other dangerous substances to ensure safe passage.
5. Assist in cleaning lamp shades and light diffusers, considering the instructions for working at heights.
6. Empty internal and external bins and work with the School in recycling initiatives.
7. Litter picking around the site.
8. Ensure that waste pipes to all lavatory basins and sinks are clear and cleaned.
9. Ensure that all washroom facilities/toilet areas are regularly inspected to maintain a high standard of cleanliness.
10. Carry out security duties and associated cleaning, when necessary, on lettings arranged by the School.
11. Undertake other cleaning duties as specified.

Site Management -

1. Carry out weekly maintenance of the 3G pitch.
2. Ensure that arrangements for securing the premises and contents are in place.
3. Receive and check goods and supplies and distribute as necessary.
4. Read meters as necessary and maintain approved records.
5. Ensure the efficient working of the heating and lighting in the plant and be proficient in the saving of energy around the School.
6. Report defects in the buildings, furniture, fittings and plant to line manager who will instruct on the next course of action.
7. Replenish soap, towels and toilet paper in toilets, etc.
8. Liaise daily with the rest of the site team.
9. Porterage/messenger duties both within and outside school premises.-

Health and Safety -

1. Ensure that the Health and Safety of the staff and students is not compromised, e.g. by keeping toilets clean, stairways uncluttered, etc.
2. Assist in checking the fire alarms weekly and help maintain the register.
3. Ensure the safe storage of any flammable/toxic substance on site other than those in workshops as directed by the Control of Substances Hazardous to Health Regulations (COSHH).
4. Check all fire equipment within the School to ensure that it is maintained in operational condition.
5. Respond to resetting school alarm, liaising with the Police and alarm company.

Other Duties -

1. Key holder responsibilities.
2. Work overtime or be flexible to change in shift times as and when necessary including weekends, which may include covering early/late shifts when other members of the site team are unavailable.
3. Be prepared to be flexible and assist in the preparation and clean up work for functions in the School.
4. Attend training courses when necessary.
5. Undertake any other task which the Headteacher/Site Manager/Head Caretaker may deem to fall within this remit.
6. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the area child protection procedures.

*Last updated: Feb 2023*

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge**  **and**  **Experience** | * Knowledge and experience in a similar role, preferably in a school environment * Knowledge of health and safety regulations in relation to the post. * Experience in DIY and general building maintenance * Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite * Experience that is transferrable to the role * An understanding that the needs and safety of the children and staff are of prime concern | * Knowledge, experience and understanding of the day to day management of a public building, e.g. heating, lighting and maintenance * Experience of working on building and maintenance projects * Experience of dealing with secondary school students |
| **Qualifications** | * Good numeracy and literacy skills * Willingness to undertake First Aid Certificate | * Any additional qualifications pertinent to the job role * A full driver’s license |
| **Skills** | * Physical fitness appropriate to the tasks in this job description. * Have strong oral and written communication skills * Ability to work in accordance with the school’s health and safety policies and standard safe working practice for premises staff * Ability to work to deadlines * Ability to work on own initiative * Ability to demonstrate a practical approach to problem solving * Ability to communicate well with adults and students * Ability to respond calmly to emergencies * Willingness to participate in ongoing training relating to the role * Work effectively both independently and as part of a team | * Knowledge and use of moving and handling procedures including for heavy objects * Willingness to undertake induction training |