

## Ripplevale School Job Description

<b>Job title:</b>	Caretaker
<b>Main purpose of job:</b>	To assist with the day-to-day maintenance and cleaning of the school site
<b>Position reports to:</b>	Senior Caretaker / Senior Administrator
<b>Responsible for:</b>	None
<b>Location:</b>	Ripple
<b>Disclosure level:</b>	Enhanced

### Main Responsibilities and Role

- To assist the Senior Leadership Team and Premises Manager with the day-to-day maintenance and cleaning of the site under their general direction. Carry out maintenance tasks within capability and training e.g. basic plumbing, decorating and drain maintenance.
- Control of contractors when on site.
- Check and maintain heating system.
- Undertake Health & Safety duties, ensuring control actions are adhered to, as per the Risk Assessment.

### General Duties

- Occasional out of hours call out.
- Some daily cleaning as per cleaning schedule to support school cleaner and covering for cleaner in absence.
- Checking student and staff WC's as per schedule.
- Jet wash areas as instructed to ensure all residue is cleared to a high standard.
- Undertake grounds maintenance tasks as directed, trimming hedges, weeding, watering.
- Daily during term time, clearing of litter in playground, MUGA pitch and Astroturf and all other external areas. Ensure safe surface of paths and drive by clearing leaves, snow / ice as required. Occasional runs to the tip to dispose of rubbish.
- Undertake minor repairs to the school site and buildings as directed within capability, training and qualifications. Use skills and knowledge to minimise expense to the school but minimise risks of any claims due to faulty workmanship. Mains plumbing and electrical work to be undertaken by qualified contractors. Occasional painting as required.
- Emergency replacement of broken windows or general repairs to building fabric following damage pending professional repair when appropriate.
- To transport staff and students on occasion as required.
- Porterage as required.
- Undertaking weekly, monthly, termly and annual Health & Safety checks as per schedule.

## Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in any relevant areas.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To attend support and whole staff meetings as required.

## Quality Assurance

- To help to implement school quality procedures and to adhere to those.

## Communications and Liaison

- To communicate effectively with colleagues as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as Open Day and Parents evening if required.

## Management of Resources

- To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- To assist the Senior Caretaker to identify resource needs and to contribute to the efficient / effective use of physical resources.
- Maintain tools and equipment to maximise life and reduce the costs where possible.
- Ensure recycling of materials in line with Council Waste management company guidelines, wherever possible to minimise costs and waste of the earth's resources generally.

## School Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate.

## General Duties

- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

### Child Protection and Safeguarding

- To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Child Protection Policy which contains the names and points of contact for all relevant agencies.
- To participate in all Child Protection training required by the school.
- To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead, the Headteacher or the Directors.

**Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.**

### Signatures

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Date	Designation
			Caretaker
			Headteacher