

## Caretaker Job Description

**Location:** Ifield Foundation Special School and occasionally King's Farm Primary School

**Hours:** Full-time, 37 hours per week, 52 weeks per year.

**Start Time:** tbc **Finish Time:** tbc

**Salary Scale:** Kent Range 3/4

### PURPOSE OF JOB

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

**REPORTING TO:**

1. Headteacher
2. Director of Finance & Resources
3. Site Manager

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained. Storing and maintaining resources such as cleaning supplies and equipment.
- Maintain security of the site i.e. opening and closing of the premises including those for lettings, fixing or reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
- Ensure the cleaners carry out their tasks covering for any absences, in general cleaning i.e. buffing wooden floors, cleaning toilets, to maintain a tidy appearance.
- Monitor the boiler to ensure it is kept running on a day to day basis to meet the establishments needs.
- Receive deliveries to the school site and ensure supplies are correctly handled and appropriately delivered.
- Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
- Monitor and process timesheets and lettings arrangements ensure invoices are correct before passing them on for payment.

- h) Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
- i) Keep records relating to maintenance and security.
- j) Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- k) Undertake general portorage duties including moving furniture and equipment within school.
- l) Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
- m) Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
- n) Collect and assemble waste for collection.
- o) Periodic cleaning of designated areas of the school building and grounds according to instructions.
- p) Act as a designated key holder, providing emergency access to the school site.

**“Only the best for Ifield School”**

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to realise their full potential, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

**The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

<b>Name:</b>	<b>Name: Miss Maddy Jones</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Date: 1<sup>st</sup> September 2022</b>	<b>Date: 1<sup>st</sup> September 2022</b>

