Lydden and River Primary Schools Federation

**JOB DESCRIPTION: Premises Team - Caretaker**

**Responsible to: Federation Business Manager, Heads of School and Executive Headteacher**

**Line Manager: Site Manager**

**Salary: Kent Range 4**

All staff have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. The Health & Safety Policy can be found in the in the staff area of Microsoft Teams along with the Whistleblowing and Safeguarding Policy.

**Job Purpose:**

* To work with the premises team under the direction of the Site Manager, undertaking designated tasks to ensure the efficient and effective management of day to day security, general maintenance, cleaning and improvement of school buildings and sites
* To ensure the safety and welfare of the schools, pupils, staff and visitors
* To work as part of the premises team to maintain a high-quality teaching and learning environment for all users through effective security, caretaking and general maintenance.
* To undertake designated emergency or remedial work where required and ensure compliance with safety checks and procedures.

**PROFESSIONAL DUTIES AND RESPONSIBILITIES at both Lydden and River school sites**

**SECURITY**

* Within your team, maintain the security of the premises at both sites by opening and/or closing premises including agreed times for any lettings.
* Undertake daily security checks and repairs as required e.g. doors and fences to maintain a safe environment. Report security breaches to Site Manager.
* Operate systems such as heating, cooling and all lighting
* To prevent trespass on the school premises and guard against unauthorised parking of vehicles
* Respond to call outs on rota within your team, liaising with police and alarm company as registered Key Holder and point of contact in an emergency callout situation.

**HEALTH AND SAFETY AND SAFEGUARDING**

* As much of the work is undertaken during school time, the post holder is required to work within tighter health & safety considerations with children being in school
* Support the School’s Health & Safety compliance procedures including undertaking regular water testing and flushing, maintaining registers as required. Understand and follow Fire Safety Regulations, Health & Safety Regulations, Emergency Procedures and rules for evacuating a building
* To perform duties in line with health and safety and COSHH regulations and take remedial action where risks are identified reporting serious hazards immediately to the Site Manager
* To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents or misuse
* Where required, liaise with external contractors ensuring safe working practices are adhered to in compliance with the School’s Contractor rules
* Work with the premises team to provide safe access to the school and classrooms where required in the event of severe weather or emergency situations (early shift maybe required during severe weather)

**HEALTH AND SAFETY AND SAFEGUARDING**

* Ensure that clear passage is maintained on fire escape routes and that disabled access is available to the building at all times
* Contribute to and follow all risk assessments (Caretaker risk assessments)
* To undertake additional training to support the Health and Safety culture of the School

**BUILDING / SITE IMPROVEMENT AND MAINTENANCE**

* Undertake general repairs and maintenance that maintain the fabric of the School and its facilities including decorating, repairs and woodwork
* Carry out daily and seasonal maintenance of the site and buildings including changing light bulbs, tap washers, clock batteries, clearing drains and cleaning light diffusers, etc. to ensure a safe environment is maintained
* Ensure outside areas are kept free from litter and gravel build-up, to sweep leaves and empty bins
* To undertake adhoc urgent repairs including water leaks, repairs to doors, windows and furniture and cleaning up after breakages and spillages. Refer to Site Manager where this is beyond the scope of your team.
* To undertake regular monitoring of building management systems and utilities to quickly deal with plant or energy supply failures

**PROFESSIONAL DEVELOPMENT**

* Be proactive in your Performance Appraisal Review to set targets and identify and training and development needs
* Attend all identified training to enable you to work safely and support the federation in adhering to compliance requirements
* Participate in training or other learning activities review as required

**GENERAL DUTIES**

* To maintain the general upkeep, cleanliness and tidiness of the School facilities internally and externally
* To undertake porterage duties including receiving, checking and distributing deliveries and ensuring safe storage of supplies
* Ensure refuse collection point remains tidy with rubbish stored appropriately
* Be responsible for the removal of all debris from paths, play and grass areas, flowerbeds and entrances
* Move furniture as required and help setup for any school events
* Clean spillages including children’s occasional accidents/ sickness
* Use the IT systems required for communication and effective working practices

**ADDITIONAL DUTIES**

* You may be called out at unsociable hours or at weekends to attend to security problems
* To carry out any other duties as may from time to time be required by the School Business Manager/ Site Manager, such as covering for any absence within the premises team
* To maintain confidentiality at all times
* To play a full part in the life of the school community
* To actively adhere to and promote school policies

**ADDITIONAL NOTES**

* Whilst every effort has been made to outline the main responsibilities of the post, it is not possible to identify all aspects of this role which may arise
* Employees are expected to comply with any reasonable request from a line manager to undertake work of a similar nature that is not specified in this job profile
* The job profile is current at the time of advertising however may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with regards to grade and job title
* Professional standards must be maintained including the wearing of appropriate clothing, punctuality, a Duty of Care, keeping our students, staff and visitors safe and being aware of and carrying out the Acceptable Use of ICT policy when using the school network

***Lydden and River Primary Schools Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.***

Signed: Dated:

**Footnote:** This job description is provided to assist the job holder to know what his main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.