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**Sholden Church of England Primary School and Worth Primary School**

**Job Description - Caretaker**

**KR 4**

**10 hours a week at Sholden and 5 hours a week at Worth (flexible to be agreed with Headteachers)**

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| **JOB PURPOSE** |
| To assist in the maintenance and security of the school premises and site, ensuring a safe working environment across the whole school. |

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| **Designation of post within management structure** |
| Responsible to the Headteacher |

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| **Main Duties and Responsibilities** |
| **Cleaning role** Ensure outside areas are kept free from litter, sweeping leaves and emptying bins.   * Report any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out. * Repair and maintain the site and grounds. * Report any defects/jobs that require outside agencies to repair or maintain the site and grounds to the Headteacher and liaise with office staff to oversee work. * Liaise with outside agencies to oversee repairs and maintenance work. * Attend training courses as required. * Comply with Health & Safety, Fire Regulations and other school policies. * Carry out any other reasonable duties that the headteacher may request.   **Caretaking Role**   * To keep up to date maintenance list/log that is continually being worked on. * Complete planned caretaking jobs carried out during holiday periods. Including open and closing for contractors. * Keep records relating to maintenance and security on the maintenance schedule. * Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified at the start of each academic year, report serious hazards to line manager immediately. Carry out once yearly inspection of the school premises alongside Governor and HT. * Undertake general portage duties including moving furniture and equipment within school. * Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site, including gardening, maintaining guttering, etc. * Operate systems such as heating, cooling, lighting and security (including alarms). * Receive deliveries to the school site outside office hours. * Collect and assemble waste for collection. * Act as a designated key holder, to unlock the school in the mornings and provide emergency access to the school site. * Act as school contact in relation to premises related contractors. * Liaise with KCC and the office regarding the testing for asbestos and other health and safety procedures. * To comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person. * To contribute to the overall aims and targets of the school, support the roles of other members of staff and attend relevant meetings as required within hours agreed. * To be aware of and take part in the school’s annual appraisal cycle and participate in training and development activities as required. * Carry out any other reasonable duties that the headteacher may request. |

**Person Specification: Premises Manager**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Educated to a satisfactory standard in order to communicate effectively, both written and oral.  Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite | Average English and Maths Qualifications. |
| **Experience** | The Premises Manager should have experience of: cleaning work building maintenance DIY including decorating  Team working | Working within an educational environment. |
| **Knowledge and understanding** | The Premises Manager should have knowledge and understanding of:  the varied roles of all staff in the educational process;  efficiently coordinating the work of others in the team;  the basic principles of site management; the importance of Health & Safety;  techniques for the repair of damaged or defective equipment or resources. | Security, Health & Safety, heating systems, building construction, COSHH regulations. |
| **Skills** | The Premises Manager will be able to:  use practical skills to improve the site and buildings;  deal with emergencies and problems in a positive and systematic manner;  be aware of a small budget for resources;  proactive and work on own initiative;  work alone when required, showing good self- motivation;  prioritise, plan, schedule and meet deadlines and evaluate work;  communicate effectively (both orally and in writing) to a reasonable standard. | Use basic power tools and other equipment to make repairs and improvements;  anticipate and reduce risk where possible;  devise a suitable record-keeping system for monitoring expenditure and stock levels;  develop more efficient and cost-effective ways of working;  show knowledge and understanding of Health and Safety regulations. |
| **Personal qualities and attitudes** | Enthusiasm  Loyalty, good timekeeping  Reliable, trustworthy and honest  Demonstrates excellent social skills  Flexibility  Interest in caring for school pupils and staff  To be a proactive member of the school community | An interest in professional self-development  A willingness to contribute to the wider life of the school |
| **Physical Requirements** | Fit and able to carry out duties  Ability to work at high levels with appropriate equipment |  |

Signed…………………………………………………

Dated………………………………………………….

Headteacher:……………………………………….