**Caretaker**

**Job Description**

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| Job Title: | Caretaker – Full time | | |
| Line Manager: | Site Manager | | |
|  | ASAP | CAT Scale 4 | £24425 increasing in Sept 2025 |
|  | 37 Per Week | 52 weeks per Annum |  |
| Normal Working Hours | Start times vary | Earliest start 5.00am  Latest finish time 9.00pm (Shift pattern) | Possible weekends |

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| 1 | **PURPOSE OF JOB**  Working under direction of the Premises Site Manager, provide security and general maintenance around the establishment which do not require specialist repair, to ensure the site is a safe environment for children, staff and visitors. Observe safe working practices in carrying out the required duties. |
| 2 | **Key duties and responsibilities**   * • Act as key holder – lock/unlock school buildings and grounds, carry out initial inspection of site for vandalism or items requiring building maintenance referring any queries/concerns to the Premises Site Manager. Ensure security of all windows, doors, gates and fire exits. Switch on/off lights as appropriate. Set intruder alarm and initiate response procedure following alarm activation. * When Premises Site Manager is not available respond to alarm call outs, liaising with police and alarm company as necessary. Ensure site is secure subsequent to out of hours intruder alarm activation. (Claimed as overtime) * Assist with operation and function of alarm and heating systems, report defects and malfunctions to the Premises Site Manager. * Assist the cleaners, and cover for any absences, in general cleaning of the premises to ensure a tidy appearance and high standards or cleanliness are maintained. * Assist in the monitoring of the boiler, ordering supplies to ensure it is kept running on a day to day basis to meet the establishments needs. * Dispose of waste materials in a safe hygienic manner ensuring that it is available for collection as required. * Assist with meter readings as required, reporting any concerns to the Premises Site Manager. * Provide a porterage service for deliveries to ensure supplies are correctly handled and appropriately delivered. Check deliveries against paperwork, passing delivery notes to Finance staff. Set up and clear away furniture as required. * Assist with health and safety checks maintaining records as directed, reporting any defects of buildings, furniture, fittings and equipment to the Premises Site Manager. * Monitor stock levels, store and distribute consumable items such as grit, toilet roll, handtowels, soap, light bulbs/tubes and cleaning materials and replenish hygiene supplies as required. * Setting up/down for of exam tables when require. * Assist staff for school events. * Undertake general repairs and maintenance around the establishment which do not require specialist repair: * Painting and decoration – clean paintwork removing graffiti. Touch up scratch damage, redecorating rooms as required. * Fixtures and fittings – replace locks, tighten screws on desk hinges, window hinges and door handles, and replace door and window catches. Erect shelves, display/notice boards. Clean furniture. * Tighten and refit toilet fittings, paper/soap containers and mirrors. Construct furniture. * Replacing plastic backs and seats of chairs, tightening or replacing screws, pop riveting. Secure, repair and replace door furniture and coat hooks. * Plumbing – clear blockages from sink traps, toilets, flushers, drains and kitchen. Adjust and replace of tap washers. * Glazing – Board up broken windows, replace glass * Inspect and repair all fences, gates, latches, walls, steps, lights etc * Lights – clean light fittings, replace fluorescent tubes, bulbs, fuses, starters, reflectors and diffusers. * Clean roller shutters, soffits and bargeboards. * Make secure all carpets and remove/or remove safe threshold strips. * Clean external notice boards and school signage. * Maintain electrical appliances such as hoovers, regularly clean filters. * Assist with classroom and entrance hall displays as requested. * Keep paths and entrances clear to ensure safe pedestrian access to the school and grounds in adverse weather conditions (eg snow clearing, gritting). * Cut back brambles, sweep leaves and low tree foliage to keep footpaths and play equipment clear of trip hazards. * Keep gullies, guttering and drains clean and free from debris. Keep all hard surfaces free of moss. * Ensure outside areas are kept free from litter, sweep leaves, empty bins etc * Litter pick around site regularly and remove all debris from paths, play areas, grassed areas, flower beds and entrances * Maintain Premises staff storage area and cupboards in a clean and tidy condition. Ensure that the boiler house is tidy and that no flammable material is stored there. * Act as a role model adopting personal standards of behaviour with school staff, students and the wider community which support the highest possible standards putting children at the centre of everything you do. * Be aware of health and safety issues within the school and how they impact of students, staff and visitors to the school. * Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified; reporting serious hazards to the Site Manager immediately. * Maintain confidentiality and discretion in all aspects of work. * To drive the schools minibus and MPV’s when ask to do so. * Desirable - D1 category on driving licence |
| 3 | RELEVANT EXPERIENCE/SKILLS & ABILITIES   * Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills. * Effective use of IT * Ability to communicate effectively with other school staff and teachers, senior leadership team, and students. * Good knowledge of vehicle and general maintenance. * Knowledge of minor maintenance and repair. * Understands how to encourage and influence people to get the best from them. * Understands the needs of others and able to respond accordingly. * Understands and able to apply Health and Safety procedures relevant to the job such as: * manual handling; * safe use of machinery and/or equipment; * COSHH; * First Aid and Hygiene Practice; * lone working procedures and responsibilities * Current Health and Safety legislation as it applies to this role * Able to recognise and to deal with emergency situations. * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. |
| 4 | HEALTH & SAFETY  Employees have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements. |
| 5 | SAFEGUARDING  All staff are responsible for the safeguarding of children in line with the school’s Safeguarding (Child Protection) Policy. All new staff will be provided with training to enable them to do so. |

**Caretaker – Person Specification**

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| 1. | Demonstrable ability to communicate effectively. |
| 2. | The ability to be patient and remain calm in challenging and busy situations. |
| 3. | A willingness to undergo relevant training, as required, in order to develop further in the role. |
| 4. | Solution focused, working collaboratively and collegially with colleagues and stakeholders. |
| 5. | A willingness to promote and contribute to the happy atmosphere of the school. |
| 6. | Ability to build effective working relationships with all students and colleagues |
| 7. | Be honest, reliable, approachable and a professional manner |
| 8. | To have a positive approach to problem solving. |
| 9. | A commitment to working as part of a team and supporting the vision and aims of the school. |
| 10. | Must be able to work without supervision and prioritise workload accordingly. |
| 11. | An awareness of relevant school policies and procedures: e.g. Equal Opportunity, Behaviour Anti Bullying school rules, first aid, fire evacuation, Health & Safety and Child Protection |

**Personal Development**

* To assess development and training needs and discuss with line manager.
* To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
* To keep own personal records of all staff development activities in which you are/have been involved.
* To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher and Business Manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. It will be reviewed annually or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and copy held on personnel file.

Employee name: ……………………………………………………… Signature:………………………………………….

Date: …………………………