**North Borough Junior School**

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| **Job Title:**  | School Caretaker |
| **Hours of Working:**  | 25 hours per week, 52 weeks per year |
| **Grade:**  | Kent Range 5 |
| **Contract:** | Permanent FTE |
| **Responsible to:**  | Business Manager |
| **Job Purpose**  | * To undertake responsibility for the maintenance, security and health and safety of the school site, including grounds, buildings, facilities and equipment, ensuring efficient and effective operation.
* To ensure pupils, staff, and other premises users are provided with a safe, clean and attractive learning environment in which to learn, work or otherwise use the school and its facilities.
* To ensure that the school gives a positive first impression and complies with legislation and guidance as it relates to this post.
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| **MAIN DUTIES AND RESPONSIBILITIES**  |
| * To undertake all aspects of the work of the School Caretaker, e.g. locking/unlocking the premises, cleaning, minor repairs and maintenance, layout of the hall and other rooms, to ensure that lessons and other activities can take place without delay or disruption and that all Health & Safety requirements are complied with. This includes responsibility for cleaning the hall.
* To agree with the Headteacher and thereafter implement a programme of on-going maintenance and improvement/new work, identify the most appropriate resources, e.g. external contractors to achieve timescales, best value for the school and make best use of own skills.
* Monitor materials and stock and/order supplies.
* Undertake/oversee risk assessments relating to the school buildings and the school grounds, to ensure that students, staff and other users have a healthy and safe workplace or facility to use.
* To develop and oversee effective security systems and procedures throughout the building and premises (including security checks when the school is closed) liaising as necessary with the Emergency Services and outside firms to maximise the security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism.
* To monitor the standard of contracted work, attendance and conduct of staff supervised, identify training and development needs and ways of meeting these, ensure any concerns are dealt with appropriately and effectively, involving the Headteacher or designated person where necessary, to encourage work of a high quality and to enable problems to be identified and resolved quickly.

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| **ADMINSTRATION:*** Order materials and equipment required for use by the school, in line with school ordering procedures. Monitor spending against appropriate budgets, drawing attention to the Headteacher/School Business Manager or designated person to potential overspends.
* To develop and maintain appropriate administrative and records systems for the Premises function to assist the Headteacher, SLT and the Governing Body.
* Complete appropriate records, e.g. heating/safety checks, order forms.
* Contribute to the review of school policies and procedures related to the Premises function as a member of the school’s Health and Safety Committee and by working with senior colleagues.
* Deal with day to day work related issues, relating to contracted cleaning staff, e.g. use of new equipment/materials, liaising with the Headteacher as necessary.
* To monitor stock levels of cleaning and other materials, order as necessary and store appropriately to ensure that cleaning and other work can be carried out in accordance with laid down schedules and safety instructions.

**SECURITY OF PREMISES:** * To be responsible for securing of premises by setting/unsetting of security alarms at the agreed time of day, locking/unlocking different areas of buildings and to check windows are closed.
* Carry out emergency security repairs where possible or contact the appropriate contractor.
* To ensure that fire alarms are checked in accordance with agreed schedules to ensure that the systems work in the event of fire, thereby reducing the risk of injury to students, staff and other users.
* Undertake regular, recorded fire safety tests/drills to ensure pupil and staff awareness and safety.
* Maintain duplicate sets of keys for all rooms and equipment.

**BUILDINGS:** * Be responsible for the implementation of repairs, maintenance and cleaning programme agreed with the School Management. Liaise with contractors regarding work requirement. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practices.
* Oversee and undertake part of the daily cleaning of the school ensuring that the work is completed to a high standard and complies with safe working practice. Liaise with contractors as necessary.
* Coordinate an annual deep-clean of the building.
* Deal with and participate in ad hoc requirements for repairs and maintenance work.
* Throughout the school. Deploy Contractors as appropriate.

**GROUNDS CARE:** * Ensure grounds care work undertaken by contractors etc. is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary e.g. where to sign in and out, ensure that they hold the relevant insurance certificates and permits etc.
* Be responsible for other site staff including cleaning staff and grounds persons.
* Ensure grounds are kept in a clean, tidy and safe condition e.g. litter picking and emptying of bins and general gardening duties.
* Overseeing and undertaking clearing of paths, drains, gullies and car park, especially during frost and snow conditions.
* Ensure outside areas are kept free from litter, sweeping leaves, emptying bins etc… to maintain a clean and tidy environment and ensuring that the grounds remain pest and animal faeces free.
* Carry out regular visual checks on all play equipment, playgrounds and premises.
* Take meter readings for electric, gas, water and oil on a monthly basis.
* Undertake the general cleaning of the hall and cleaning/ polishing of the hall floor.

**HEATING SYSTEMS:** * To operate the heating and hot water system.
* Ensure that recommended temperatures are maintained.
* To oversee energy conservation measures and to recommend strategies for improving performance to secure value for money.
* Carry out routine maintenance procedures for heating boilers, water pumps, etc. Ensure that proper safety precautions are observed in the boiler room. To know the location of main stop cocks and valves, and mains electricity breakers.
* Monitor and check oil levels and ensure oil is ordered as needed.

**EMERGENCIES:** * Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary.
* Liaise as necessary with Emergency Services including calling in Emergency Services as required.

**GENERAL:** * To maintain the site action plan related to the schools requested job list. To have adequate computer skills to assist the smooth running of the building.
* To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.
* Receive and transport to main store or deliver throughout the building all educational deliveries.
* Deal with accident spillages.
* Liaise with line manager to identify and undertake appropriate training and development.
* To carry out any reasonable duty as directed by the line manager.

**H&S:** * Contribute to the development of Health & Safety Policy in the school to ensure that the school complies with Health & Safety legislation (including COSHH) and associated Codes of Practice and acknowledged good practice.
* To undertake legionella testing, emergency lighting testing, fire alarm testing, asbestos checks and ladder checks.
* Ensure that the school’s Health & Safety policy is complied with in as far as it relates to Premises Management and Contractors’ staff, to ensure their safety and that of students, staff and other school users.
* Carry out an annual Health & Safety Audit including the organisation of the fire risk checklists and room risk assessments in conjunction with the appropriate body and act upon any and all recommendations within the specified timescales.
* To carry out duties placed on employees by Health & Safety legislation.
* To ensure that mechanical aids, e.g. vacuum cleaners, steps and other care-taking equipment are in a safe condition and that their usage is in conjunction with Health & Safety guidelines and good practice.
* Report to line manager or designated person any unsafe furniture or structural defect, or any teaching apparatus where noticed to be defective

**SAFEGUARDING:** * As members of staff, we all have a duty to provide for and safeguard the welfare of children we are responsible for, or who we come into contact with in our day to day work. All duties should be carried out in line with the school’s Child Protection & Safeguarding Policies and Practices.

**SPECIAL FACTORS:*** The nature of the work may involve the post holder carrying out work outside of normal working hours.
* The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
* This post is eligible for a DBS check.
* Annual leave must be requested via the School business Manager using the holiday request form. It is expected that holiday time is taken out of school term time, unless there are exceptional circumstances. Holiday requests will not be given at the start and end of term. Holidays must be requested only at the start of the autumn, spring or summer term.
* The job description can be amended during appraisal meetings if deemed necessary for the purpose of the school.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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