



## HIGHWORTH GRAMMAR SCHOOL JOB DESCRIPTION 2018-2019

**Job Description:** Caretaker

**Employed for:** Full Time

**Hours of work:** Monday to Friday on a 3 week shift pattern; 7.00am to 2.30pm (2 shifts) and 12.00pm – 7.30pm (1 Shift). Some flexibility in working hours and overtime will be required.

**Responsible to:** Facilities Manager

**Purpose:** To be responsible for security, caretaking and general maintenance of the school premises/site

Accountabilities	Indicative tasks/actions
Responsible for opening and closing the premises and setting alarms. Ensure general security at all times and deal with any issues that arise.	<p>Meet and attend to contractors visiting or working on the school site, reporting matters of concern and/or dealing with them.</p> <p>Liaise with Facilities Manager for weekly job sheets</p> <p>Deal with security problems. Possibly being called out during unsociable hours or at weekends.</p> <p>Provide access to the premises for the staff within approved times.</p> <p>With regard to lettings, to carry out security duties and associated cleaning.</p>
Undertake general repairs and maintenance around the site to ensure a safe working environment is maintained	<p>Undertake cleaning duties to ensure the tidiness of paths, drives and other hard surfaces within the school grounds.</p> <p>Clear paths, access points and entrances of snow and ice to ensure safe passage.</p> <p>Clean lamp shades, light diffusers and air conditioning unit filters, resetting clocks, taking account of instructions given on working at heights.</p> <p>To undertake maintenance and repair tasks.</p> <p>Oversee the efficient working of heating plant and lighting.</p> <p>Report any defects in buildings, furniture, fittings and plant as required.</p> <p>Maintain tools and equipment to ensure they are kept in good working order.</p> <p>Emergency cleaning in critical areas (e.g. toilets) as directed where a health risk is deemed to exist.</p> <p>Minor project work such as the redecoration of areas on site.</p>

	Read meters.
Maintain stock control and records of use of consumables.	Replenish soap, towels, and toilet paper to all lavatories on the site.
To provide a portage service within school	Assist with receiving goods and supplies and distribute as required. Provide a portage service on the site as necessary. This may include transporting money to the bank.
Ensure health and safety issues are adhered to in the school and any deficiencies reported to the Business Manager	Regular inspection of site. Note and report as necessary on matters affecting the health and safety of persons on the school site in line with the school's health and safety policy. Ensure working area is left clean and tidy.

**Performance Development:**

- All Associate staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression

**Staff 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 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.

The job description will be reviewed at the end of the academic year or earlier if necessary.