

Goldwyn School

Job Description: Caretaker – Goldwyn Ashford

Employed at:	Goldwyn School, Ashford
Employed for:	37 hours per week, all year round Plus 5.5 hours per week overtime paid at x1.33
Hours of Work:	8.00am to 5.00pm Monday to Friday with half hour unpaid lunch break <i>Working hours will be subject to variation to ensure continuity. Call out at weekends and unsociable hours may be necessary</i>
Responsible To:	Estates Manager/Principal
Purpose:	To provide a safe, clean and attractive environment for students and staff, ensuring that high standards of maintenance, cleanliness and security apply to the School buildings and grounds at all times.

Key Duties and Responsibilities:

- Provide a full range of caretaking duties to include litter picking and emptying bins. This includes cleaning bike shed areas, bin compounds, leaf blowing site and car park areas.
- Closing of the school premises, ensuring security is maintained at all times.
- Direct contractors to specific areas on site, ensuring they sign in and out and are accompanied at all times if required.
- Receive deliveries and distribute as necessary.
- Arranging tables and chairs for meetings and clearing away once finished.
- Storing equipment and supplies safely.
- Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules of building evacuation.
- Undertake general repairs and maintenance around the site to ensure a safe working environment is maintained
- Keep paths, car park, hard areas and building lines free of weeds, leaves, and snow. Keep all borders and beds free of weeds. Trim shrubs and bushes as required. Keep paths, drives and hard surfaces clear of ice and snow during the winter period.
- Carry out specific maintenance repairs and general painting directed by the Estates Manager.
- Supervise cleaners and ensure duties are carried out efficiently and effectively to a high standard. Check that all cleaning sections have been completed daily and carry out any cleaning duties if required when a member of the cleaning team is off. Cleaning in critical areas (e.g. toilets, vomit etc) as directed where a health risk is deemed to exist.
- Daily checks on all lighting across the site and replace when required.
- Read utility meters each month and send to Estates Manager.
- Report any matters affecting Health and Safety or persons attending the school site.
- Carry out any duties with regards to Health and Safety.
- Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.

Safeguarding

- Goldwyn is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Performance Development:

- All staff must complete a satisfactory Performance Review in accordance with the Pay 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 (linked to the relevant standards). To 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 Principal.

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. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the postholder retaining one and the Principal the other.