



East Stour Primary School

Job Description and Person Specification

Caretaker

Responsible to: Business Manager / Head Teacher

Grade: KR5 - £18,704 to £20,121 (pro-rata £15,165 - £16,314)

Hours: 30 hours per week; 52 weeks

12.30pm to 6.30pm (times may vary according to need) Some weekends may be required.

The Purposes of the Role include:

To be responsible for the security, maintenance and cleaning of the school.

Key duties and responsibilities:

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
2. Act as a designated key holder, providing out of hours and emergency access to the school site including: closing the school at the end of the day (or at the beginning of the day if required), opening/closing for lettings
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
4. Arrange regular maintenance and safety checks.
5. Procure quotes for routine maintenance work on school premises.
6. Arrange emergency repairs.
7. Contribute to the management of the premises budget.
8. Be responsible for other site staff including cleaning staff and grounds persons.
9. Work with the Premises Facilitator to ensure all maintenance jobs are completed in a timely way and that there is schedule of planned maintenance including painting of the building(s)
10. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
11. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
12. Monitor materials and stock and order supplies especially of paper towel goods and bin liners.
13. Undertake general portage duties, including moving furniture and equipment within the school.
14. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
15. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
16. Ensure the contract cleaners carry out their tasks covering for any absences if required in particular emptying bins and cleaning toilets.
17. Ensure the staff room is clean and tidy – filling and emptying dishwasher; wiping sides and tables; cleaning out fridge and microwave.
18. Buff wooden floors.
19. Clean windows
20. Organise a programme of painting and decorating throughout the school both internally and externally and complete with the Premises Facilitator
21. External maintenance along with the Premises Facilitator: drains are kept flowing freely; gutters are cleared regularly; external windows cleaned regularly; leaves cleared from grounds; overhanging branches on trees cut where causing an obstruction; litter is picked up from around the grounds; ensure there is no damage to the property or external fencing and repair if necessary.
22. Undertake any other duties as requested by Business Manager or Head Teacher; assist staff if they request repairs or help completing a task.



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Individuals in this role may also undertake some or all of the following:

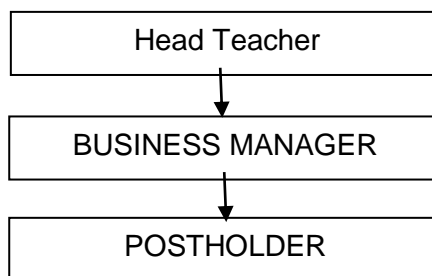
1. Provide training on health and safety issues to other premises staff.
2. Facilitate lettings and carry out associated tasks, in line with local agreements.

Footnote: 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.

Contribute to the ethos and aims of the School

- To be aware of and understand the School’s Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically through Gordano Learning Gateway (GLG)) ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To read and have a thorough understanding of the Staff Handbook and School Code of Conduct.

Structure



Skills / Qualifications:

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Further Information:

- Probation** This post is subject to a **6 month** probation period.
- Scale Point** Kent Range 5 £18,059 to £19,863
- Pension** As an employer of the Local Government scheme, the post holder will be automatically enrolled into the Kent Pension Scheme. The School pays a contribution of salary into the LGPS – this is an additional remuneration benefit.
- Confidentiality** Some of the work undertaken within the School is of highly confidential nature. The post holder must maintain confidentiality and work within the School’s data protection parameters.
- Annual Appraisal** All staff undergo an annual appraisal as part of performance management at East Stour Primary School and this post will be required to have additional training reviews as part of the assessment protocol.

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

Signed

Date

Print Name



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	<ul style="list-style-type: none">• Knowledge of how own job fits into the activity and role of the area/site.• Knowledge of a range of other jobs in the area.• Understands and able to apply Health and Safety procedures• relevant to the job such as:<ul style="list-style-type: none">- Manual handling.- Safe use of machinery and/or equipment.- COSHH- First Aid and Hygiene Practice.- Lone working procedures and responsibilities.• Able to recognise and to deal with emergency situations.• Will need to undertake training to keep knowledge up to date.	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
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