



## Charing School Job Description

<b>JOB TITLE</b>	Site Caretaker
<b>GRADE</b>	15 hours per week/ 52 weeks Hours are 7:30am – 10:30am
<b>PAY</b>	
<b>DATE</b>	
<b>LINE MANAGER</b>	Head teacher

### **Summary of Job:**

To provide a clean, safe and functional environment for users of the school buildings and grounds.

### **Outline of Main Duties:**

1. To develop an ongoing proactive approach to site maintenance, undertaking general repairs around the establishment, inside and out. These will include decorating, repairs, basic plumbing, drain clearance and woodwork to ensure the site is a safe environment for students, teachers and visitors.
2. Maintain the security of the premises by closing premises and signing in visitors when necessary. Inform of any defects in doors, latches and fences to maintain security around site. Act as the main key holder for out of hours contact.
3. Undertake regular statutory checks such as Fire Alarm, Emergency Lighting, Legionella temperature checks and ensure these are recorded
4. Be responsible for cleaning staff. Develop a cleaning schedule to incorporate general and periodic cleaning of the premises to ensure a tidy appearance is maintained at all times.
5. Assess the school buildings and perimeter for dangerous items and litter. Ensuring any items for immediate action are dealt with and the long term items are scheduled.
6. Ensure all areas including outside the school are kept free from litter, sweeping leaves, emptying bins, washing down areas etc to maintain a clean and tidy environment.
7. Proactively identify and record any defects to the Head teacher to ensure health and safety procedures are followed and to enable repairs to be carried out. Record serious hazards immediately. Carry out repairs or arranging for quotations from external contractors where necessary.
8. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.



9. Assist in taking meter reading from appropriate sites around the establishment to ensure invoices received are correct and budget monitoring is maintained.
10. Facilitate school events and external lettings and carry out associated tasks. These may take place outside of agreed working hours.
11. Monitor materials and stock ordering supplies as required.
12. To carry out routine maintenance checks and ensure these are carried out by the Aquila approved contractors. E.g. Fire testing, Legionella, Play Equipment and keep all documentation and records updated. Keep Asbestos register up to date and ensure all statutory and trust requirements are maintained.
13. Assist in portering services for deliveries as and when required. Must have due regard to current Health & Safety and Lifting & Handling regulations and undertake training where necessary.
14. Comply with Health & Safety, Fire Regulations, COSHH and other Aquila policies and attend training courses as required. Ensure your CPD is ongoing and Health and Safety knowledge is up to date.
15. Be professional, friendly and respectful towards all colleagues and address any concerns through the proper channels.
16. To actively engage in the Trust performance review process and continue personal development as agreed at performance review meetings.
17. To attend events and forum meetings arranged by the trust including any shared training opportunities or working parties.
18. Any other duties as reasonably requested by the Head teacher within your remit



Person Specification: - Full time Caretaker

	CRITERIA	Allocated Score
<b>EXPERIENCE</b>	Previous experience or either working within a school or within the construction or maintenance industries would be desirable.	
<b>SKILLS AND ABILITIES</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>- Use of a range of basic cleaning equipment.</li> <li>- Excellent DIY skills</li> <li>- Can self motivate and think for themselves showing initiative with little supervision</li> <li>- Able to plan and organise a work routine</li> <li>- Able to listen, observe and report information to line manger</li> <li>- Work flexibly, to meet the needs of the school and the Trust adjusting to daily changes in priorities.</li> <li>- Ability to recognise, develop and follow protocols and deal with emergency situations.</li> <li>- To develop processes for the identification and management of maintenance jobs.</li> <li>- Ensure a schedule of works is kept up to date and reported regularly to the Line Manger, Head teacher and other school staff.</li> <li>- Be proactive in identifying potential problems and hazards around the site that need maintenance attention.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>- able to offer a trade (electric/plumbing/building)</li> <li>- Evidence of relevant training eg asbestos awareness, water hygiene, health and safety would be desirable or a willingness to train.</li> <li>- Ability to negotiate</li> </ul>	
<b>KNOWLEDGE</b>	<p>Understands and able to apply Health and Safety procedures relevant to the job such as:</p> <ul style="list-style-type: none"> <li>- manual handling;</li> <li>- safe use of machinery and/or equipment;</li> <li>- COSHH ;</li> <li>- First Aid and Hygiene Practice;</li> <li>- lone working procedures and responsibilities</li> <li>- Detailed knowledge of the school site and its</li> </ul>	



	<p>security arrangements and emergency call out routines.</p> <ul style="list-style-type: none"><li>- Working at heights</li></ul> <p>Hazard prevention as well as recognising and dealing with emergency situations.</p>	
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"><li>- To live and actively promote our school and the trusts values</li><li>- Lively and enthusiastic</li><li>- Clean and well-presented</li><li>- Confident to deal with visitors and contractors on site</li><li>- Is willing to give generously to school life</li><li>- Honest with integrity</li><li>- Remains cool under pressure</li><li>- Has high standards</li><li>- Cheerful/respectful disposition</li><li>- People management</li></ul>	

It is expected that the post holder will deal with all anyone engaged with the school fairly regardless of race, colour, sex, disability, age or religious belief and work collaboratively as part of a small team and as a member of the Aquila family of Academies.