



Job Description – Caretaker

1. Purpose of Job

To be a school key holder, ensuring the security and safe working of the premises

2. Principal Accountabilities

- Unlock and lock the school each morning and evening undertaking security and safety checks.
- Keep records relating to maintenance and security
- Perform duties in line with health and safety and COSHH regulations, taking action where hazards are identified and reporting serious hazards to line manager immediately.
- Undertake general portage duties including moving furniture and equipment within the school as required.
- Undertake minor repairs and maintenance of the buildings and site.
- Operate heating and alarm systems.
- Keep the school hall clean and in good order, with additional cleaning as required.
- Read and record gas and water meters monthly.
- Take monthly water temperatures re legionella prevention.
- Collect and assemble waste for collection.
- Keep the school grounds in good order.
- As key holder you may be contacted to provide access to the school in the event of an emergency.

3. Person Specification

- Good time keeping, integrity and reliability essential.
- Practical and technical skills relevant to the job (this may be a level 1 or 2 diploma or equivalent, or to demonstrate proficient practical experience).
- Previous relevant experience.
- Ability to understand information, to advise and liaise with others accordingly, such as dealing with external contractors.
- Be receptive to information being communicated (which may be non-verbal), contribute to its interpretation and pass on to others as appropriate.
- Have written and numeric skills in order to complete records.
- Good communication and efficient organisational skills together with a positive approach are essential
- Ability to prioritise own workload and to work to deadlines

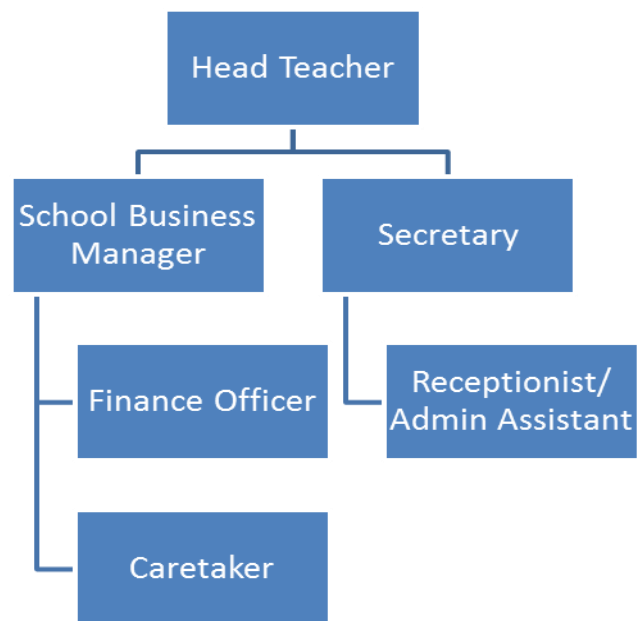
4. Scope for Impact

The job holder will be part of the office team. Contributing to the safe and smooth running of the school site is an essential role in school.

5. Grade: Kent Range 3

6. Line Manager: School Business Manager

7. Organisation



Signed

Date

Name

This job description is provided to advise the job holder of their main duties. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.