

Grove Park Academies

JOB DESCRIPTION

**Name**

**Title of Post** Caretaker

**Reporting to** Premises Manager

**Team Membership:** Site Team

**Grade** KR3

**Hours**  30 per week full time

**Job purpose:**

To carry out a full range of duties to provide high standards of cleanliness, general security and maintenance of the school premises. To include cleaning, handyperson activities and some supervision of school cleaning staff.

This will be conducted under the general supervision of the Premises Manager.

**Duties and Responsibilities:**

**Health and Safety**

* To be part of a team responsible for the caretaking, cleaning, security and maintenance of the site.
* To support the Health and Safety representative with the school’s Health and Safety policy.
* To ensure all duties are carried out according the school’s Health and Safety policy, undertaking risk assessments where appropriate and delegated checks by the Premises Manager.
* To ensure all toilets are checked frequently throughout the day and cleaned as appropriate so there are no risk of slips or trips.
* To be aware of the school’s emergency response procedure.
* To carry out PAT testing of electrical equipment on a rolling annual basis according to the agreed schedule, undertaking appropriate training as required.
* To successfully complete the IOSH Working Safety Course.

**Security**

* To monitor the CCTV school surveillance system.
* To be a designated key holder and to be responsible for the safe and secure opening and closing of premises and site.
* To respond to alarm and emergency calls outside of core hours, when required.

**Building, Plant and Site Maintenance/Repair/Gardening**

* To assist with the maintenance and management of repairs ensuring that they are carried out as soon as reasonable practical and with minimal disruption to the working of the school.
* To undertake general repairs around the school, inside and out, including decorating, to ensure the site is safe environment for students, teachers and visitors.
* To carry out emergency repairs and cleaning as required.
* To replenish all hygiene areas on a regular daily basis.
* To carry out the cleaning of door entrances, yards, paths and gullies including the removal of graffiti.
* To carry out the clearing of all external areas including the sports field, of litter, leaves and general debris, including the emptying of bins.
* To assists with the cleaning duties, as directed by the premises Manager or Headteacher, as required.
* To undertake small gardening duties to maintain areas not covered within the main grounds contract.
* Assist in the monitoring of the boiler, ordering supplies to ensure the school runs on a day to day basis to meet the school’s needs.
* Escort contractors to the site of repairs and maintenance and monitor safety or working practices/quality of work reporting back to the Premises Manager if unhappy.

**Assemblies, School Events and Lettings**

* To set up and clear away as required, furniture and equipment for assemblies, examinations, school events and lettings.
* To liaise with individuals/organisations letting the site and ensure that they are aware of the action to be taken in the event of an emergency.
* To remain contactable during all school events and lettings either via two way radio or mobile phone.
* To provide a porterage service as required.
* To ensure equipment and furniture is set up and/or cleared away and/or delivered to agreed locations within the site as requested.

**General**

* To provide the above service within core and additional hours, including during letting periods, sick cover and during emergency callout situations.
* To undertake other work of an appropriate nature and in the interests of the school as directed by the Premises Manager or Headteacher.
* To liaise closely with other members of the site team in order to provide a high-level of customer service.
* To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
* Assist in taking metre readings if required.

**Work Pattern**

* The role operates within a team structure and will consist of 30 hours per week.
* The work pattern during school holiday periods may be adjusted depending on the needs of the school, and will be agreed with the Premises Manager in advance.
* There will be a requirement for overtime working which will shared with other members of the caretaking team. This will be paid at the appropriate rate, and is an expected part of the role.
* There is also potential for additional overtime working in order to cover additional lettings or other out-of-hours requirements, and this should be expected as part of the duties.
* It is agreed that there will be appropriate cover between the caretaking team for sickness and agreed holidays within the 30 hours or as overtime.
* Any other work requested by, and deemed appropriate by the Premises Manager or Headteacher.

**Declaration**

As an employee of Grove Park Academies, I will be committed to the rights of pupils and promote their wellbeing and safeguarding at all times; making this my priority. It will be my duty to adhere to all safeguarding policies and share relevant information.

As part of the risk by association legislation I will inform my line manager immediately id anyone in my household has been cautioned or convicted of a sexual assault or violent offence; my own children are subjected to a court order; or if I have been disqualified from private fostering.

This job description may vary from time to time, as required by the Trust of Headteacher, without changing their general character or level of responsibility.

Signed ……………………………………………………. Date …………………………………………..

Signed ……………………………………………… Executive Headteacher

Céranne Litton