**The Pathway Academy Trust**

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| **School(s)** | **Wrotham Road Primary School** |
| **Name:** |  |
| **Job Title:** | **Experienced Caretaker** |
| **Grade:** | **KR4** |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

To maintain the school estate to a high standard, ensuring that it is safe for all pupils, staff and visitors and provides a stimulating learning environment.

Working hours may be subject to variation and call­out at weekends and unsocial hours may be necessary from time to time.

**Key duties and responsibilities:**

**SECURITY, HEALTH AND SAFETY:**

* Maintain the security of the premises by locking and unlocking premises (including times for lettings), repairing doors, security lights, latches and fences.
* Act as key holder for out of hours contact providing out of hours and emergency access to the school as required.
* To maintain an incident log, recording damage and vandalism and reporting to the police as appropriate.
* To keep paths, access points and entrances free of leaves, snow and ice to ensure safe passage.
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to the line manager immediately.
* To be aware of policies and procedures related to Asbestos, Working at Heights, Lone Working etc.
* 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 and including the Judicium Health & Safety Audits.
* Ensure PAT testing is completed as required.

**SITE MANAGEMENT:**

* Attend to all contractors visiting or working on site to ensure a safe environment and liaising with line manager as appropriate.
* Escort and advise contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.
* Assist the School Business Manager with the project management and oversight of all buildings and grounds work as required.
* Oversee onsite grounds and maintenance contractors, checking that work is completed to required standards and within required timescales.
* Ensure contractors have signed the relevant school documentation i.e. the Asbestos Register.
* Undertake daily and seasonal maintenance and safety checks of the site and equipment, inside and out.
* Undertake minor repairs (not requiring a qualified craftsperson) and maintenance of the building and site.
* Procure quotes for routine maintenance and upgrade works on school premises.
* Arrange emergency repairs.
* Cleaning and repairing equipment within own expertise and to organise outside contractors when issues are outside expertise.
* Operate and regularly check systems such as heating, cooling, lighting and security (including alarm).
* To read meters as necessary, maintaining approved records.
* Provide a first point of contact for all deliveries within working hours, moving items to an appropriate area to keep passageways clear and hazard free.
* Undertake general portage duties, including moving furniture and equipment within the school.
* To assistant with preparations for meetings by setting up furniture and equipment as requested and putting them away afterwards.

**CLEANING DUTIES**

* Liaise with the cleaning contractor to ensure that the school is cleaned to satisfactory standards, including directing deep cleans during holiday periods.
* Undertake the general checking and cleaning of delegated areas of the establishment, as directed by the School Business Manager, to ensure a tidy environment is maintained.
* Monitor cleaning materials and stock and order supplies. Replenish consumables not covered by the cleaner contractor as required.
* Ensure outside areas are free from litter, sweeping leaves, emptying bins etc. to maintain a clean and tidy environment.

GENERAL

* Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Support the safeguarding and welfare of children and young people within the school.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
* Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
* To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder…………………..…………………………………………….. Date ……………………….

Head Teacher..……………………………………...………………….... Date…………….…………..

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**Person Specification:** Senior Caretaker

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Proficient technical and practical skills. * Judicium on-line Health & Safety training, including Manual Handling, Working at Heights, COSHH. * Ability to manage and maintain adequate written   records. |
| **EXPERIENCE** | * Previous relevant experience including supervisory experience. |
| **SKILLS AND ABILITIES** | * Ability to use a wide range of machinery / equipment e.g. kitchen, cleaning, gardening and general maintenance. * Knowledge of client groups, work groups and the working environment. * Ability to organise and prioritise own workload and that of others. * Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant. * Ability to maintain accurate and timely records as required by the role e.g. cash returns, client diaries, contractors’ schedules, etc. * Ability to solve basic problems and to identify those that should be referred to a supervisor. * Ability to understand information and liaise with others accordingly. * Has written and numeric skills in order to complete more detailed records and reports. * Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate. * Ability to listen, observe and contribute to discussions as required for the role e.g. client care, child care, work plans, etc. * Ability to communicate using information technology as required for the role. * Enthusiastic approach and able to work as a member of a team. * A pride in making a valuable contribution to the ethos and appearance of the school. * Integrity and a flexible attitude. |
| **KNOWLEDGE** | * Knowledge and experience of undertaking general maintenance tasks in a safe manner and working with DIY tools. * Understands and able to apply health and safety procedures relevant to the job such as 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. |