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|  | **Caretaker** |
| Role Title | Caretaker |
| Job Purpose- general | * To ensure that general and routine tasks and maintenance of the school buildings are completed, ensuring health and safety guidelines are followed.

*In common with all staff:** Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on, child protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the staff code of conduct.
* To participate in meetings, training other staff development and CPD activities and performance development as required.
* To be aware of and comply with all school policies and procedures including child protection, health and safety, security, confidentiality and data protection.

*Liaising with:** Site Engineer, School Business Manager, all school staff as required
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| Job Purpose - specific | * To assist in the maintenance and security of the school buildings.
* To carry out basic repairs within the school.
* To carry out of some cleaning duties.
* To maintain maintenance record sheets.
* To assist the Site Engineer with site use and development.
* Championing health and safety around the school.
* To assists in the supervision of external contractors.
* To be a key holder and assist in the opening or locking up of the school site as needed.
* To support out of hours lettings as required
* Hold, or be willing to obtain, First aid certification.
* Any other duties deemed appropriate and commensurate with the role.
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| Line Manager | *Accountable to/line managed by:*Site Engineer |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| Pay Scale | Sandwich Technology Support Staff STs Range 4 (£18,517-£19,625)37 Hours per week Full Time. |
| Name |  |
| Signature |  |
| Date |  |