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|  | **Oaklands** School  **Together Everybody Achieves More**  **Job Description** |  |
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**POST TITLE:** APPRENTICE CARETAKER

**RESPONSIBLE TO:** CARETAKER│SCHOOL BUSINESS MANAGER │ HEADTEACHER

**SCALE:** Apprentice rate

1. **Key Role**
   1. Under the direction of the school business manager, caretaker and head teacher and in accordance with school policies, be responsible for:

* security
* safety
* cleanliness
* general maintenance of the school building and grounds.
  1. Undertake repairs and maintenance of the premises

1. **Specific Duties and Responsibilities in Support for Security**
   1. Be responsible for the security of the school premises and grounds, including opening and closing of the school during usual school times.
   2. Respond to alarm calls and report and deal with breaches of security - reporting to the necessary authorities
2. **Specific Duties and Responsibilities in Support for Health & Safety**
   1. Monitor regular contractors e.g. grounds maintenance and liaise with them over any special tasks
   2. Be responsible for maintaining a safe and clean school premises and grounds.
   3. Monitor the performance of contract cleaning staff.
   4. Undertake emergency cleaning tasks as required.
   5. Report and/or deal with issues relating to health and safety
3. **Specific Duties and Responsibilities in Support for Teaching & Learning**
   1. Liaise with the learning environment manager to ensure high standards are maintained.
   2. Receive all goods and supplies delivered to the school and once checked by administrators, correctly distribute and store them within 24 hours.
   3. Undertake additional porterage duties as required within health and safety guidance, i.e. manual handling regulations.
4. **Specific Duties and Responsibilities in Support for Repairs**
   1. Be responsible for repairs and maintenance as agreed with the school business manager / caretaker head teacher such as minor repairs to fences, gates, flooring etc. and advise on the condition of these, ordering work where agreed
5. **General duties**
   1. The Apprentice Caretaker may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post