**Senior Caretaker Job Description**

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| **School: Churchill Primary School** | **Location: KENT** |
| **Job title:** Caretaker   | **Salary range:** KR4 |

Whilst every effort has been taken to outline the main responsibilities of the post, every individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a line manager to undertake work of a similar nature that is not specified in this job profile. The profile is accurate at the time of writing, however, may be changed by the headteacher to reflect or anticipate changes in the job commensurate with regards to grade and job title. Professional standards must be maintained at Churchill Primary School including the wearing of appropriate clothing, punctuality, a Duty of Care, safeguarding children, keeping children, staff and visitors safe, professional communication and being aware of and carrying out the Acceptable Use of ICT Policy when using the school network.

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| **Job Purpose** |
| * To assist the finance manager and headteacher with the efficient and effective management of the day-to-day security, general maintenance and cleaning and improvement of the school building and site.
* To ensure the safety and welfare of the school, staff, pupils and visitors.
* To work as part of a team and independently, maintaining a high-quality teaching and learning environment for users.
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| **Main duties and responsibilities** |
| **HEALTH AND SAFETY** |
| * Assume day-to-day responsibility ensuring health and safety on the school site, in consultation with headteacher.
* Work safely, recognising that much work takes place when the school is in session and children are present, being mindful of the additional risks this entails.
* Maintain accurate paperwork for all aspects of H&S
* Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with prescribed schedules.
* Arrange specialist external checks as necessary e.g. fire, legionella, asbestos etc
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.
* Ensure clear passage is maintained to all fire evacuation routes and that disabled access is available to the building at all times.
* Carry out and maintain annual risk assessments for Health and Safety.
* Provide brief summary report to Headteacher in advance of Full Governing Body meetings
* Undertake Health and Safety training to support the health and safety culture of the school.
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| **EXTERNAL CONTRACTORS** |
| * Ensure all external contractors adhere to safe working practices and read / sign the asbestos register before coming onto site.
* Procure quotes for maintenance and improvement works to school site.
* Oversee the work of contractors on site, ensuring quality of work and timescales are adhered to.
* Liaise with KCC regarding contractual work.
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| **DAY-TO-DAY RUNNING** |
| * Ensure the excellent presentation of the building and premises to support the ethos of high expectations and aspirations, including general cleanliness, tidiness and upkeep of facilities internally and externally.
* Be responsible for the removal of all debris from paths, play and grass areas, flowerbeds and entrances.
* Open and close the building at start and end of each working day.
* Ensure the heating system runs smoothly and troubleshoot any issues.
* Manage entry and exit from the site at the ends of the school day.
* Provide safe access to site and classrooms in the event of severe weather or emergency situations.
* Ensuring classroom supplies are refilled - soap, paper towels etc.
* Ensure safe and tidy storage of rubbish and oversee the management of refuse collection arrangements.
* Porterage of equipment and furniture and receiving, checking and distributing deliveries on the school site.
* Provide emergency additional staff cover for Chillies Wrap-Around Care when required.
* Prevent trespass on the school site and monitor CCTV footage and alarm systems.
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| **MAINTENANCE** |
| * Oversee Grounds Maintenance Contractors and ensure work is carried out to a high standard.
* Oversee Cleaning Contractors and ensure work is carried out to a high standard.
* Meter readings and liaise with finance regarding energy use; make adaptations to timings as necessary.
* Undertake general repairs and maintenance of the school site to improve the fabric of the schools site, including plastering, decorating, repairs on furnishings and buildings, and woodwork.
* Storing and maintaining supplies and equipment, ensuring supplies are ordered when needed and budgets are observed.
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| **SECURITY** |
| * Manage access to site for lettings and ensure the site is secured following access.
* Liaise with police and alarm company as a registered Key Holder and point of contact, enabling access to site for emergencies.
* Undertake daily security checks, repairing doors, latches and fences to maintain a safe environment and reporting security breeches to the Finance Manager.
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| **ADDITIONAL DUTIES** |
| * Play a full part in the life of the school community.
* Actively promote school policies and the ethos of the school.
* Maintain confidentiality at all times.
* Participate in training or other learning activities and performance management review as required.
* Carry out other duties as may from time to time be required by the Headteacher or Finance manager.
* N.B. You may be called out at unsociable hours or at weekends to attend to security problems, make emergency repairs or allow access to any contractor who may be working on the school site in the school holidays or at weekends.
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An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Review Cycle.