



# FULSTON MANOR ACADEMIES TRUST

**BASED AT SOUTH AVENUE PRIMARY SCHOOL**

**Vacancy:** Caretaker

**Salary:** FMAT Band B Point 2

**Hours:** 37 hours per week, Monday – Friday 9am – 5pm

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## **Job Role:**

- To be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.
- The person appointed to this role will be expected to have the commitment for improving the school within areas of their direct responsibility.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

## **Main responsibilities and tasks**

### Security

1. To be the one of the main key holders who is responsible for the maintenance of keys and the electronic alarm system. The first response to emergency call outs. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions, lettings or community use.
2. To ensure that all alarm systems are functioning properly and that regular checks are made of the systems and recorded.
3. To maintain and keep accurate records of all site allocated and master keys liaising with Office Manager.
4. To provide a first point of contact for all visitors to the site and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.
5. To ensure proper security and adherence to the health and safety policy at all events held during the school day and normal working hours.
6. To alert the appropriate person of any risk to a breach of security and deal with any incident affecting security as directed.

7. To patrol the site to check for hazards, damages and intruders when opening and closing and to record any actions.
8. To ensure that lighting is kept in good working order and recorded.
9. Supervising Contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.

#### Purchasing and storing

1. In liaison with the Office Manager, ensure all materials and equipment required are maintained at a satisfactory level.
2. Ensure the proper and safe storage of all the equipment and materials that are within the above categories.
3. Ensure the proper maintenance of all machinery related to the above categories.
4. Liaise with Office Manager in order to maintain records.
5. Liaise with Trust Facilities Manager in order to establish a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Alerting the Head of School or Trust Facilities Manager of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
6. In conjunction with the Trust Facilities Manager, ensure the regular checking by outside contractors of those system that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gymnastics equipment.
7. Make repairs if they are within the job's remit and in conjunction with the Office manager, manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner and comply with all health and safety rules.
8. Record all repairs and keep a maintenance log of routine and non-routine tasks
9. To prioritise and undertake the programme of minor works at the school, considering urgent needs and health and safety issues e.g. locks, windows, gutters and paintwork.
10. Immediately report any defects to the Head of School or Trust Facilities Manager and take any remedial action if possible.

#### Portage

1. Undertake any necessary portaging duties in line with correct handling policies.
2. Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods, after the admin staffs has checked them.

#### Health and safety

1. To regularly inspect and record health and safety walks with the Trust Facilities Manager, Head of School and governors.
2. Ensure the proper use and storage of all caretaking tools and equipment being used to fulfil the job description.
3. To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
4. To carry out equipment testing as appropriate and report any faults to the appropriate person.

#### Other responsibilities

1. To meet with the Head of School or Trust Facilities Manager on a regular basis to report any issues arising from the various aspects of the role but be able to work with minimal supervision and to be given timescales.

2. To undertake duties of a similar nature and responsibility as may be reasonably be required from time to time by the Head of School.
3. To carry out all duties in line with Fulston Manor Academies Trust and school's policies.
4. To undertake 'emergency cleaning duties' which may occur during the school day.
5. Maintain all logs and appropriate records and actions in accordance with procedures.
6. To be able to communicate effectively both orally and in writing.
7. To maintain a high degree of confidentiality with regards to staff, student issues and all school information.
8. Actively participate in any appropriate training when required.
9. To work co-operatively with others and to show commitment to working towards shared goals, as well as being an active part of the whole school team.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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