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| **Job title:** Caretaker | |
| **Line manager:** | Headteacher / Operations Administration Officer |
| **Hours:** | 37.5 Hours per Week. Monday – Friday 10:00am-6pm |
| **Annual Leave Entitlement:** | 26 days + Public Holidays |

**Purpose of the Job**

To manage and maintain the school premises of the school, to ensure that they are clean, secure, safe and well maintained.

**Responsibilities within the role;**

Security and Associated Duties

* Management of security processes for the school
* Carrying out security procedures for school buildings and grounds
* Liaising and contacting contractors in relation to security matters in school (school security system, fire alarms, security gates, etc)
* Closing of school premises, including gates, doors, windows, fire exits etc for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services.
* Weekly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed
* Liaising as necessary with the emergency services, including calling out of emergency services as required
* Reporting acts of vandalism to the Head Teacher and /or Police as necessary
* Acting as key holder to the school buildings
* Management of onsite contractors
* Liaison with community support police officers and police officers to ensure a safe neighbourhood

Lettings

* Complying with instructions received from the Headteacher / Operations Officer / Board of Governors concerning agreed letting procedures and carrying out lettings as per lettings agreement.
* The caretaker may be required to be available during the course of the letting to:-  
  (a) Give any assistance to the hirer relative to the facilities hired.  
  (b) To ensure that the functions are properly conducted in accordance with the appropriate lettings agreement, and that the behaviour of the hirer is not detrimental to the site or facilities.  
  (c) To ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting.  
  (d) To carry out as required by the Headteacher / Operations Officer any necessary cleaning of areas within the letting agreement.

Heating

* Check and control system functions, making any requests adjustments from the Headteacher.
* Read, record and report all meter readings as required by the Operations Officer/Headteacher.
* Regularly check and maintain all parts of the heating system as required, with   
  due regard to appropriate safety requirements. DPC make annual checks.
* Report all defects to the Operations Officer in the first instance.
* Monitor heating system through Enteliweb

Sickness and Annual Leave Cover

* Holidays should be taken, in agreement and negotiation with the Headteacher, which will be based on the needs of the school, e.g. maintenance, repair work and staffing.

Deliveries

* Take delivery of stock, materials and other goods
* Unpacking and storing items related to site management and cleaning
* Manage systems and deliveries outside of normal school term
* Logging locations of items of value

Furniture Moving

* Move such items of school furniture as required, with due regard to current Health and Safety and Lifting and Handling regulations
* Assisting with setting up facilities such as chairs, tables etc.

Cleaning

* To oversee cleaning aspects throughout school and supervise cleaning standards. Report any concerns to the Operation Officer.
* Liaise with cleaning contractor

Elections

* Arranging the necessary facilities for the school to be used as a Polling Station as required by the Returning Officer and constructing polling stations.

Statutory Testing

* To manage and record all statutory testing procedure within the school building to include Asbestos regulations and procedures – Legionella and the testing of all relevant locations.
* Implementation of all generic risk assessments for manual operations.

Emergencies

Some examples are:

* Clean sickness and spillages as required.
* Deal with or arrange to be dealt with all burst pipes, leaks, floods, fires and breakages as appropriate
* Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off the supply
* Ensure access for emergency services, assist as necessary and secure premises as required
* Arrange repairs etc with contractors with prior approval of the Headteacher and Operations Officer
* Respond in accordance with school emergency policies and procedures

Internal Maintenance

* Oversee the planning of maintenance schedules and repairs of the building, site and grounds are carried out and progress is monitored
* Report defects which require specialist repair, inspect electrical fittings and report defects as required
* Replace lamps and domestic fuses as required
* Regularly inspect plumbing and report /repair defects as appropriate, synchronise clocks, time switches etc as required
* Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate and redecorating
* Order and take delivery of materials to deal with repairs mentioned above
* Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the Head Teacher.
* Be responsible for the supply and availability of all hygiene materials
* Remove graffiti etc as required by the Head Teacher/ Operations Officer
* Carry out minor repairs to school equipment as agreed with the Head Teacher / Operations Officer
* Purchase materials for minor repairs following approval from Finance Officer
* Carry out minor works in order to improve the site as required by the Head Teacher / Operations Officer and Board of Governors
* Attend appropriate training courses as required by the Head Teacher / Operations Officer
* Manage the sourcing and procurement of materials and resources to achieve best value liaising with Finance Officer

External Maintenance

* Oversee the planning of maintenance schedules and repairs of the building, site and grounds are carried out and progress is monitored
* Inspect all fences, gates, walls, steps, lights, playground equipment etc and report/repair defects
* Maintain cleanliness and general tidiness of all external areas
* Clean and clear all drains and gullies to ensure effective and healthy operation
* Inspect outside fabric of the school, report / repair defects as appropriate. Report / repair defects as appropriate
* Undertake designated gardening duties
* Cleaning as required
* Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc
* Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage
* Pruning and clearance to ensure unrestricted access and use of the premises including perimeter fencing
* Some gardening duties, mowing areas at the front of the school and weeding and keeping the area tidy
* Carry out minor works in order to improve the site, as required by the Headteacher/ Operations Administration Officer and Board of Governors
* Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Headteacher / Operations Administration Officer

Health and Safety

* Management of health and safety processes
* Management of fire plan, asbestos plan, asset management plan and health and safety risk assessments
* Liaising with property maintenance team regarding annual checks
* Access risk assessment tools and know how to use them to establish hazards within the school and the associated risks involved
* Regularly monitor and update the school’s premises checklist

**Any other Duties as specified by the Headteacher/ Operations Administration Officer**.

**Safeguarding**

* All staff have a responsibility to ensure that all school Safeguarding Policies are adhered to, at all times and that concerns are raised, in line with School Policy.
* A commitment to attend suitable training, to support safeguarding and health and safety responsibilities within the school.
* Attendance at specific staff training sessions, or INSET days, in line with safeguarding and health and safety legislation.
* All staff will sign and have a responsibility to adhere to the staff Code of Conduct

**Special Conditions**

* This post is subject to the DBS checking process
* The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff.
* The salary offered reflects the fact that the post holder will be required to work 37.5 hours per week, all year round. This job does involve working alongside an additional caretaker who will open the school and work morning hours (6.30am-10.30am)

Signatures – Headteacher and Post holder

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| **Signature of Headteacher:** |  | **Date:** |  | **/** |  | **/** |  |
| **Signature of Post holder:** |  | **Date:** |  | **/** |  | **/** |  |