

CARETAKER - JOB DESCRIPTION

RESPONSIBLE TO	Headteacher, Deputy Headteacher, School Business Manager, Health & Safety Leader & Line Manager (Site Manager)
LINE MANAGER	Site Manager
JOB PURPOSE	Ensure the security of the school and provide a cleaning and general maintenance service. Key holder responsibilities.

TERMS OF EMPLOYMENT

WORKING HOURS	Casual relief contract to cover sickness, holidays and other absence for the site team. Evening and weekend lettings – unlock and lock up when needed.
SALARY	Kent Range 3

PRINCIPAL ACCOUNTABILITIES

GENERAL	<p>Maintain the security of the premises by opening and closing premises for lettings or cover day to day locking and unlocking in site team's absence.</p> <p>Setting up meeting rooms, halls etc with required furniture and refreshments for lettings and meetings. To tidy away afterwards.</p> <p>Assist the cleaners if needed, and cover for any absences, in general cleaning of the premises i.e. to clean after the letting/ meeting if needed, to ensure a tidy appearance is maintained.</p> <p>Support the premises team with general duties such as emptying bins etc.</p> <p>Reflect the values and vision of the school and act as a good role model through your conduct at all times.</p>
When Required to Cover Site Staff holidays and absence	<p><i>When cover is needed</i></p> <p>Under the direction of the Site Manager to carry out all routine safety checks around the site to include fire safety, risk assessments and legionella maintenance to ensure safety of all people on the school site. Comply with Health & Safety, Fire Regulations and other school and County policies. To deal with matters affecting health & safety of persons on the site.</p> <p>Attend training courses as required.</p> <p>To maintain a diary or log of daily duties undertaken according to the schedule.</p> <p>Undertake general repairs and maintenance around the school, inside and out, including plastering, decorating, plumbing, repairs and woodwork to ensure the site is a safe environment for pupils, staff and visitors. Repairing doors, latches and fences to maintain a safe environment.</p> <p>Provide a first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free. Provide a portering service for deliveries to ensure supplies are correctly handled according to the manual handling training received and appropriately delivered. Provide a portering service for staff when necessary.</p> <p>Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a management risk assessment & training.</p> <p>Monitor and maintain the boiler system, dealing with matters as they arise. Using the Allen-Martin system as necessary to maintain energy efficiency and ensure the system is kept running on a day to day basis and to meet the needs of the school site.</p>

	<p>Maintain and monitor maintenance schedules for gas, electricity, security doors, alarm systems, and fire equipment.</p> <p>Take meter readings from appropriate sites around the establishment to ensure invoices received are correct and budget monitoring is maintained.</p> <p>Test fire alarm bells on a weekly basis to ensure in good working order.</p> <p>Ensure outside areas are kept free from litter, leaves & bark, emptying outside bins every afternoon, to maintain a clean and tidy environment. To keep paths, access points and entrances free of snow & ice to enable safe passage.</p> <p>Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required for the type of establishment including changing light bulbs, tap washers, clock batteries and drains to ensure a safe environment is maintained.</p> <p>Maintain tools and equipment to ensure they are kept in good working order. Ensure working areas are left clean and tidy at the end of each day and at the end of the job to ensure a safe environment is maintained.</p> <p>To formulate risk assessments for work activities which involve some form of hazard. To liaise with the Health & Safety Leader and Site team.</p> <p>To adhere to H&S guidelines and ensure a safe environment for staff and pupils is always maintained.</p>
--	--

NECESSARY EXPERIENCE AND ABILITIES	<ul style="list-style-type: none"> ● Previous relevant experience ● Experience in the use of wide range of basic tools and machinery, e.g. lawn mowers, kitchen equipment, cleaning equipment etc. ● Ability to follow work routines/instructions ● Able to recognise and to deal with emergency situations ● Able to form effective working relationships needed for the job ● Able to communicate factual information politely and courteously ● Has everyday spoken skills e.g. telephone and face-to-face conversations ● Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> ➤ Manual handling. ➤ Safe use of machinery and/or equipment. ➤ COSHH. ➤ First Aid and Hygiene Practice. ➤ Lone working procedures and responsibilities. ● Has basic written and numeric skills appropriate to the job ● Basic IT skills – email etc.
---	---

Signed
Caretaker

Signed
School Business Manager

Date: