Job Description and Particulars of Appointment

Details of Post

- Title: Caretaker (Level 2):
- School/ Federation/Academy/Trust: St Mary's CE Primary School
- Reporting to: Headteacher
- Main Workplace:
- Post Number:
- Grade and SCP: Grade 5 (SCP 6-7)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

Under the instruction / guidance of appropriate senior staff; provide maintenance & security services on school sites & premises.

Principal Duties and Responsibilities

1. Operational Tasks

Security;

- Lock / unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Monitor CCTV or surveillance contractors.
- Undertake lettings and carry out associated clerical tasks.

Cleaning and Maintenance;

- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- Undertake minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains.
- To organise and carry out minor decoration programme as agreed with the Headteacher.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, book shelves etc. as agreed with the Headteacher.
- Operation and maintenance of heating plant and lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Undertake regular site inspections and identify and record repair and maintenance requirements.
- Identify defects and record repair and maintenance requirements.
- Collect and assemble waste for removal.
- Undertake emergency & specialist cleaning tasks.

- Undertake cleaning duties such as graffiti removal, litter-picking.
- Provide emergency access to the school site.
- Coordinate deliveries to the school site.
- Liaise with contractors & undertake client role in connection with premises related contracts.
- Coordinate work of cleaning staff.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that the pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Maintain swimming pool and other specialist sports equipment after specialist training.

2. Resources Tasks

- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials.
- To assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

3. Organisation & Supervisory Tasks

- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide specialist advice and guidance as required.
- Assisting in management, administration and operation of lettings system.
- Assist with monitoring & managing stock within an agreed budget, cataloguing resources & undertaking audits as required.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.
- Liaise with line manager & attend meetings as required.

4. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

6. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

7. Data Protection and other statutory responsibilities

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff

8. Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

9. Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder: …….

Signed: …… Date: …….

Name of line manager: ……..

Signed: …… Date: …….