

Caretaker/Maintenance

Job Profile



Job Purpose	To contribute to the creation of a high quality learning environment for pupils, staff and visitors of both the school that is well maintained, safe and secure. The role will involve lone working, particularly during opening the school site.
Location:	Rosehill Methodist Primary Academy
Reporting to:	Admin & Ops Leads
Responsible for – Staff	N/A
Liaising with:	Admin & Ops Lead, SLT
Disclosure Level:	Enhanced
Grade of post:	Grade D – scp 11-16 £11,725 to £12,715
Hours of Work	15 hours - 7am to 10am (some flexibility in working pattern). There may be opportunity to work additional hours to carry out emergency repairs/cover for cleaning staff. This position is all year-round working, not term time only.

Job Outline

Key Duties:

- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site. Experience/Interest in carrying out plumbing/joinery work would be desirable.
- Arrange emergency repairs, in liaison with the Admin & Ops Lead.
- Carry out or arrange regular maintenance and safety checks in liaison with the Admin & Ops Lead
- Ensure that buildings and the site are secure, including during out of school hours and take remedial action
- If required
- Assist with an annual deep clean of classrooms, staffrooms, kitchen, dining areas and other frequently used spaces on school premises
- Act as a designated key holder for the school premises
- Operate and regularly check systems such as water, heating, cooling, lighting and security (including alarms)
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- Monitor consumables and stock and/order supplies
- Undertake general portage duties, including moving furniture and equipment within the school
- To collect and dispose of waste and recycle where possible
- To ensure replenishment of soap dispensers, paper towels and other consumables is actioned
- To ensure the provision of heating and lighting as necessary and setting of controls as appropriate.

Security

- Maintain the security of the school premises as one of the main key holders
- Unlock the premises every morning, open shutters, unlock doors and gates.
- Operate security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, windows, outbuildings, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned

- In partnership with all other members of staff, maintain the security of the school site by being vigilant with regard to visitors to the site and reporting any concerns the Headteacher. Ensure that the office staff are aware of persons working on the site and that a register of workers is maintained.
- Key-cutting control as directed by the Headteacher.

Health & Safety

- To undertake safety audits of the premises with the Admin & Ops Lead and assist with relevant risk assessments as required such as routine weekly fire alarm tests.
- To work with or direct contractors (with support from the Admin & Ops Lead) with repair or maintenance jobs and ensure their work complies with specified standards and health and safety requirements.
- Implement all aspects of the school's health and safety procedures as documented and review these annually.
- Ensure that all work carried out is completed with due regard to health and safety policies and regulations.
- To ensure any equipment used is operated correctly and maintained in good working order.
- Ensure self and other cleaning staff operate in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards to the Admin & Ops Lead immediately
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Assist in carrying out regular emergency evacuation and lockdown practices and keep appropriate records.
- Assist in carrying out accident investigation and emergency action. Liaise with the Headteacher/Admin & Ops Lead to deal with emergency situations in accordance with the school's health and safety policy.
- Test the fire alarm system weekly, ensuring that any defects are dealt with, and keep appropriate records
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction
- Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require.
- Ensure that inflammable materials for use around the site are safely stored, and advice is given on the storage of combustible materials.
- Ensure that dangerous substances and equipment are used and stored safely and a COSHH register maintained.
- Maintain play areas and outdoor equipment, checking their condition weekly.
- Grit the premises in icy weather as per the health and safety policy.
- Ensure appropriate legionella checks are carried out and recorded (appropriate training will be provided).
- To promote and encourage safe working practices for students, staff and visitors in accordance with appropriate risk management and health and safety legislation.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the caretaker will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Other Specific Duties

- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- To carry out the duties in the most effective, efficient and economic manner available.
- To work within the vision and values of the School and Trust
- To undertake Health and Safety Training on areas within the designated work area.
- To undertake Safeguarding Training as per the Trust's training cycle.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.
- To continue personal and professional development in the relevant area
- To be professional, cooperative and flexible in line with business needs of the School;

Person Specification / Selection Criteria

A .Experience	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
DIY skills, ability to carry out minor repairs, basic plumbing tasks	E		
Previous similar experience in a school/college environment		D	
Experience of Moving and Handling and Working at Height Procedures		D	
Usage of a wide variety of cleaning equipment		D	
Experience of dealing with children, parents and the community		D	
Security, including alarm systems		D	
Experience of managing staff		D	

B. Training and Qualifications	Essential	Desirable	Source
Good numeracy and literacy skills and the ability for example to prepare reports and keep accurate records	E		
Health & Safety Training		D	
Basic DIY skills	E		
Willingness to develop professionally and undertake further training as required	E		

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

C. Knowledge and Understanding	Essential	Desirable	Source
Good communication skills (both written and verbal) and relates well with a wide range of children and adults	E		
Knowledge of fire safety and legionella		D	
Good knowledge of health and safety regulations		D	
Understanding of Health and Safety requirements including COSHH		D	

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

D. Personal Skills, Abilities and Competencies	Essential	Desirable	Source
Ability to work independently and as part of a team	E		
Ability to plan, organise and prioritise	E		
Adaptability, reliability, dedication and commitment	E		
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E		

Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E		
Commitment to maintaining confidentiality at all times	E		
Commitment to safeguarding and equality	E		
Embraces change well	E		
Deals with difficult situations effectively		D	
Able to work flexibly and out of school hours as required		D	
An excellent record of attendance and punctuality	E		

E. Physical Requirements	Essential	Desirable	Source
Be reasonably fit to carry out the duties of the job	E		
Able to carry out some manual handling and lifting	E		
Able to carry out work at high levels using appropriate equipment	E		

F. Other Qualities	Essential	Desirable	Source
Willingness to comply with all of the School and Trust's policies	E		
A commitment to equal opportunities and fair treatment of all staff and pupils	E		

G. Legal Issues	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I