



Job Description – Caretaker (part-time)

Job Title:	Caretaker (part-time)
Grade:	Band 3
Reporting to:	Site Manager (on a day to day basis) <i>(plus liaison with Senior Leadership Team)</i>
Staff Responsibility:	Premises Team (Cleaners)

Purpose of the role: The Premises team play a vital role in School. The role is incredibly varied and the Caretaker, working alongside the Site Manager, is responsible for site and facilities management, ensuring that the School premises and grounds are safe and secure, and maintained at the highest possible level of cleanliness and appearance. The role involves frontline caretaking, cleaning, security, security, cleanliness, portage, waste management, monitoring contractors, routine maintenance and refurbishment and minor repairs. All duties are to be carried out within recognised procedures or guidelines to maintain safe working practices in all areas for all staff and pupils, with regard for Health & Safety rules and regulations.

The Site Manager is on-site for the majority of the school day, and is supported by the Caretaker in the afternoon, with a cross-over for briefing and handover. The post holder should have a flexible approach as cover requirements may require flexibility across school holidays, plus evenings and weekends from time to time, and with prior agreement, in line with the school's operational requirements

This job description may be amended at any time following discussion between the Senior Leadership Team (SLT), Site Manager and member of staff, and will be reviewed annually in response to the changing needs of the school.

Areas of Responsibility and Key Tasks

➤ General Maintenance & Premises Management

Alongside the Site Manager, the Caretaker is responsible for maintaining the site – internally and externally – including (but not exclusively) the following:

- Undertake daily and periodic maintenance tasks, to include decorating and repairs, to ensure a safe and well-kept environment is maintained
- Regularly monitor stock levels of consumables and resources, e.g. paper towels, soap, toilet rolls & all hygiene materials, ensuring timely orders are placed in line with School ordering process
- Replace light bulbs, tubes, domestic fuses and batteries
- Carry out repairs to fixtures and fittings

- Undertake basic DIY tasks (including furniture assembly), as required
- Report and address all defects to the Site Manager, and assisting with booking specialist repair works where required
- Admit authorised building maintenance contractors and ensure basic paperwork (e.g. Permit to Work) is completed
- Monitor contractors' work and check completed works prior to handover
- Act as the first point of contact for all School deliveries, ensuring that items are moved promptly to the appropriate area / person
- Undertake portage duties to include moving School furniture and equipment, always taking in to consideration Health & Safety and manual handling factors when moving heavy or awkward items
- Classroom moves and set up as required
- Attending to any spillages or issues relating to health and hygiene (e.g. bodily fluids) during the School day, putting in place any necessary safety measures
- Collect and assemble waste for collection, including via skips at end of terms as required
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- In conjunction with the Site Manager, ensure adherence to timetabled deep cleans of classrooms, staffrooms, kitchen, dining areas, and other frequently used spaces on School premises
- Assist with the set up and putting away of equipment or furniture for School events and functions as requested
- Be available, within reasonable times, for admitting hirers of the School or contractors and securing the premises at the end of the session
- In the case of absences within the Cleaning team, assist with school cleaning duties
- Undertake specified cleaning duties during the day as directed by SLT
- Carry out any ad-hoc tasks deemed reasonable by SLT
- Be readily contactable via the School radio system throughout the working day by School staff, in case of queries or emergencies
- Undertake daily visual checks, and ensure the School grounds are kept free from litter, leaves, weeds and debris to maintain a clean and tidy environment
- Empty, disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Keep pathways and entrances free of ice and snow to ensure the safety of children, parents, staff and visitors accessing the school; grit pathways, car park and playgrounds when necessary
- Clean and clear all drains, grids and gullies to ensure effective operation
- Maintenance of external school grounds, including basic landscaping/pruning
- Reading, recording and reporting all meter readings as requested
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply
- Act as key point of contact for the School's external lettings provider for any matters relating to facilities being hired and handover condition

➤ **Health & Safety**

Alongside the Site Manager, the Caretaker is responsible for maintaining the health & safety of the site, including (but not exclusively) the following:

- Shared responsibility for health and safety in the workplace at all times

- Ensure cleaning and maintenance stock is held securely in school, in accordance with the requirements of COSHH
- Ensure that Personal Protective Equipment (PPE) is used wherever there are risks to Health & Safety that cannot be adequately controlled in other ways
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use
- Ensure safe access to the School is provided in the event of snow, ice or flooding
- Investigate accidents and incidents and prepare reports as required
- Prepare and maintain risk assessments as required
- Be trained on use of the Evac Chair in the KS2 building
- Assist with opening and manning School gates in the morning or afternoon, as required

➤ **Fire & Security**

Alongside the Site Manager, the Caretaker is responsible for fire safety and maintaining security systems and procedures across the site, including (but not exclusively) the following:

- Manage the opening and/or closing (shift specific) of School to include all appropriate gates, windows, doors etc. for the purpose of School use (e.g. Parent / Staff / Governor meetings)
- Ensure premises are locked / unlocked and secure (all year round) with all internal lights turned off, and set school intruder alarm system after determining the premises are vacant
- Check outside security lights are operational
- Check daily that emergency exits and entrances and fire escape routes are not obstructed
- Undertake regular security checks and identify security risks
- Operate, respond to and reset fire and intruder alarm systems, liaising with the police, security firm and alarm company where appropriate
- Act as a key holder for emergency / out of hours callouts, alongside the School's external security and emergency response provider
- Monitor and secure the site in the event of vandalism e.g. board up doors and windows
- Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate, as soon as the problem is discovered
- Participate in fire drills
- Provide access to the School site outside normal School hours when required
- Liaising with the School's external lettings provider, arrange premises for use by external groups when required, with appropriate security measures in places around access
- Awareness of the CCTV system and how to use it, and be able to provide access to recorded footage as required, in line with CCTV and GDPR policies
- Test the fire alarm system weekly, ensuring that any defects are dealt with and appropriate records are kept

➤ **Technical Support**

Alongside the Site Manager, the Caretaker is responsible for providing basic technical support across different areas of the site, including (but not exclusively) the following:

- Provide support to staff with setting up technology for meetings, where required
- Understand and have day-to-day management capability of the BMS (Building Management System), alarm panels and other technical controls

➤ **People Management**

The Caretaker is responsible for supervision of the in-house team of School Cleaners during their shifts, with remit including (but not exclusively) the following:

- Supervise the Premises team (in-house team of School Cleaners, ensuring that they perform to the expected standard)
- Deliver induction and training to Premises staff to ensure they are conversant with the duties and standards of work expected of them, as required
- Hold team briefings and one-to-one reviews as required
- Maintain effective working relationships and good time keeping, and ensuring work schedules and standards are maintained
- Establish constructive relationships and communication with all staff colleagues, contractors and other agencies and professionals
- Monitoring of any facility or building contractors that are undertaking work on the Schools' premises
- Escort and advise maintenance contractors attending the School site, ensuring compliance with safeguarding procedures
- Be flexible with shift timings if the Site Manager is absent, to ensure the building is opened and closed appropriately

➤ **Record Keeping & Administration**

Alongside the Site Manager, the Caretaker is responsible for maintaining records, including (but not exclusively) the following:

- Using online software to record information relating to key tasks or compliance areas
- Undertake regular/periodic testing and inspections, and record results on the designated software (to include, but not limited to, site safety, fire alarm tests, emergency lighting, fire extinguishers, fridge/freezer temperature checks)
- Communicate in person and by phone or email with relevant stakeholders (internal and external)
- Follow the School's ordering process for any site-related purchases, ensuring stock levels are maintained and best value is achieved
- Ensure the School & Local Authority's procurement procedures are followed, in line with our responsibilities towards spending public money
- Support the SBM with producing termly reports for the Governor Buildings & Premises Committee meetings
- Ensure mechanical equipment is inspected prior to each use
- Ensure power tools are inspected before use and are PAT tested as required
- Oversee the undertaking of annual PAT testing, and maintenance of appropriate records
- Contacting suppliers for quotations, ensuring best value is obtained
- Providing SLT with any written reports or project documentation, as required
- Ensure records are maintained in accordance with GDPR and the School's data retention policy

➤ **Personal Responsibilities**

All staff are expected to contribute to School life and standards including (but not limited to) the following:

- Demonstrate commitment to safeguarding children

- Treat all users of the School with courtesy and consideration and present a positive personal image which will contribute to a welcoming School environment
- Maintain high professional standards of attendance and punctuality
- Always follow School policies and procedures and act as a positive role model for others
- Attend annual Safeguarding training sessions and any in-year updates
- Attend role-specific training courses, as required
- Proactively review own practice, set personal development targets and take responsibility for identifying own continuous professional development, arranging any training courses via the training request process

➤ **Other Duties**

- The duties and responsibilities of this post may vary from time to time. Whilst the job description provides a detailed outline of key tasks and responsibilities, the post holder may, on occasion, be expected to undertake other tasks and duties as the Senior Leadership Team may reasonably require, and which are considered appropriate to the level of this post.



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