

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>CARETAKER</b>
<b>GRADE:</b>	<b>Grade F (SCP 7-8)</b>
<b>REPORTING RELATIONSHIP:</b>	<b>Headteacher and Business Manager</b>
<b>JOB PURPOSE:</b>	<b>To support the overall maintenance and security of the Academy buildings by carrying out general caretaking duties. Including minor repairs and maintenance, redecoration and other general work within the capacities and training of the post holder.</b>

### **MAIN DUTIES/RESPONSIBILITIES**

**Post holders working to this job description may undertake any of the following main duties and responsibilities (but not necessarily all of them).**

1. To ensure the general security of the school's premises and grounds (including safety measures in cold weather – clearing and salting/gritting paths and removing snow and ice, leaves or other hazardous debris), in accordance with the specification of the Trust.
2. Identify and carry out minor maintenance repairs / handyperson duties in academy buildings and to academy equipment as instructed, for example; changing fuses, minor boiler repairs (in line with training provided), removal of graffiti both inside and outside of building, replacing missing screws, oiling doors, replacing door handles, maintenance and replacement of light bulbs, repairing and preparing paintwork, boarding broken windows, unblocking drains, guttering, grates and school toilets, replacement of broken locks / bolts, removal of rubbish and debris – excluding contractor debris, repairing academy furniture as required, erection of shelving, notice / display boards, hanging of pictures and painting and decorating (please note that this list are examples only, and is not exhaustive).
3. Carry out any cleaning duties as required during the operational hours of the day including checking to ensure school grounds are clear of litter and other harmful materials (hypodermic needles, glass, toxic chemical bottles, dog foul).

4. To supervise the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To supervise the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials
5. Conduct and record regular testing of alarms in academy building(s) including Fire Alarms and Security Alarms.
6. Ensure that all firefighting equipment is regularly maintained and that unrestricted access is available to this equipment and to all fire exits.
7. Maintenance of outside areas of the school grounds including ensuring that all areas are clear of tripping and falling hazards and where evident offending items are removed or protected in line with health and safety standards. This may include the trimming of overhanging branches / trees that may cause potential problems for service users, replacement of outside lighting, replacement of cracked paving stones.
8. Ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather and treated with grit as required.
9. Advise contractors on site of academy health and safety procedures when carrying out work.
10. Undertake and update energy efficiency records in line with the academy and local authority policy and procedure (including water, electricity, oil and gas as appropriate)
11. Maintenance of the Boiler House as required including the reporting of major repairs to contractors / service providers as appropriate.
12. Ensure that buildings are heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods.
13. Checking, safekeeping and ordering (where appropriate) of academy supplies relating to building cleaning, maintenance and security items.
14. Service of any lettings organised by the academy, including the setting out of any equipment and / or furniture as required by clients.
15. Responsibility for the security of the academy building(s) and their contents including being a named key holder and the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.
16. Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school policy, i.e.
  - notify Police of malicious damage, obtaining a crime reference number
  - request repairs to be carried out

17. Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary
18. To attend appropriate Health & Safety training courses
19. Ensure that areas involved with 'sickness' are cleaned and disinfected
20. Porterage of supplies and deliveries made to the academy and the movement of large items around the academy as directed by other academy staff. Including, when necessary, co-ordination and control of on-site car parking for goods vehicle deliveries.
21. Work with and in co-operation with cleaning staff / contractors during school holidays to undertake 'deep cleaning' of the academy, for example varnishing / painting floors, cleaning windows.
22. To ensure that the premises are open for use as and when required in accordance with the specifications of the Authority/Governing Body and securing the premises after use
23. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
24. The post holder must carry out his/her duties with full regards to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
25. To comply with health and safety policy and systems, report any incidents / accidents / hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
26. Any other duties of a similar nature related to the post, which may be required from time to time.
27. Be able to conduct a conversation and answer questions, for an extended period of time where necessary

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

***THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE***

***EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.***

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.