

Job Description

**JOB TITLE: Caretaker**

**GRADE: BAND 5 SCP 4-6**

**RESPONSIBLE TO: Facilities Manager**

# Job Purpose

* To support education, supervision and care for students in school, promoting the highest levels of achievement in accordance with school policies by providing a high level of service in all duties undertaken.
* The post holder has little or no supervisory responsibilities other than assisting with work familiarisation of other employees, including new employees.

# Duties and responsibilities

* Be aware of and to act within the provisions of the Health and Safety at Work Act.
* Keep abreast of and conform to current working guidelines, policies and procedures e.g. asbestos, working in roof spaces, working at height, confined spaces etc.
* Open up the school each morning and to lock up each evening, including the unsetting and setting of the alarm system.
* Ensure that the school is secure each evening by checking doors, windows, and lights prior to the final setting of the alarm system.
* Act as a designated key holder and to liaise with the alarm monitoring company as necessary.
* Acquire and maintain a working knowledge of the CCTV system
* Assist in maintaining the site and premises as required by line management.
* Carry out repairs and small works which line management consider within your capabilities.
* Be aware of the location of all stopcock and isolation switch positions.
* Be aware of the emergency isolation procedures for the gas, water and electricity supplies for the school.
* Remove litter from the school premises both internally and externally as required.
* Replace light tubes and bulbs as necessary.
* Organise the setting out of any room or hall with tables desks chairs etc. as required for assemblies, meetings, exams etc.
* Assist in the porterage of any furniture, equipment or stores around the school as required.
* Assist with fire practices and evacuation procedures as required.
* Monitor the schools heating systems and to bring any problems to the attention of the Facilities Manager.
* Make good if possible and to report damage to any item of school property or school building to the Facilities Manager.
* Remove any Graffiti from around the school as soon as it is reported.
* Escort visiting workmen or contractors to any part of the school where repairs/work has been requested and to obtain signatures as appropriate in the asbestos book.
* Assist in any emergency and to respond to all emergency call outs as required.
* Salt and grit paths roads and parking areas as necessary
* Cover for the other caretaker during annual leave, sick leave and training as required.
* Carry out Portable Appliance Testing on electrical equipment, except ICT equipment before it is put into use in the school.
* Attend any training as designated.
* Assist in ordering services and materials as required.
* Check and clean external drains as required.
* Assist in the ordering and control of stocks of maintenance and cleaning materials.
* Assist in the supervision and monitoring of any contractors and their work and to report any concerns to the Facilities Manager.
* Supervise and monitor all school lettings as required including the completion of relevant paperwork and to report any discrepancies or concerns to the Facilities Manager.
* Submit detailed overtime returns to the Facilities Manager.
* Carry out any other lawful duties considered to be within your capabilities as required by Line Management.
* Be responsible for promoting the safeguarding and welfare of pupils in the school.

The nature of the role demands flexibility with regards to the needs of the school.

Additional duties may be added or stated duties changed as determined by the Headteacher in consultation with the Facilities Manager and the postholder. Changes will only take place after consultation has taken place

The job description is to be performed in accordance with the provisions of the APT & C Pay and Conditions Document and within the range of duties set out in that document. The post is otherwise subject to the conditions of Service for APT & C staff in England and Wales and to locally agreed conditions of employment