

Job Description

Job Title: Caretaker/Handyperson

Reports to: Headteacher



Main Job Purpose:

To carry out a full range of duties to provide for general security and maintenance of the school premises, to include handyperson activities.

Main Duties:

1. To arrange regular checks on alarm systems and fire extinguishers and report on any problems arising.
2. To identify and report building, furnishing or fittings deficiencies to the Headteacher and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
3. To undertake a range of handyperson duties as directed by the Headteacher to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, fitting shelves or notice boards.
4. To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
5. To take delivery of stores, goods and equipment and arrange storage or distribution as required.
6. To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
7. To ensure that adequate supplies of fuel and water are available at all times and to maintain the supply of supplementary mobile heating, as may be necessary.
8. To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
9. To clean defined areas of the school premises, together with any emergency cleaning needs.
10. To make arrangements as authorised by the Business Manager for the purchase of any cleaning equipment and materials which may be required.
11. To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
12. To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.

13. To set out/put away furniture for school events, and undertake general portering as required by the Headteacher.
14. To make appropriate arrangements for the collection of school waste.
15. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Person Specification

	Essential	Desirable	Assessed
Knowledge, Education, training and Qualifications	<ul style="list-style-type: none"> • Previous knowledge and experience of relevant health and safety procedures, operation of cleaning equipment and cleansing agents and DIY skills is required. 	<ul style="list-style-type: none"> • 	
Supervision and Management	<ul style="list-style-type: none"> • The postholder will often be required to work without direct supervision 	<ul style="list-style-type: none"> • 	
Personal Attributes	<ul style="list-style-type: none"> • Identification of health and safety hazards throughout the school premises. 	<ul style="list-style-type: none"> • 	
Skills and abilities	<ul style="list-style-type: none"> • Any action to be taken arising for equipment and machinery breakdowns, vandalism or other incidents occurring out of school hours or during school holidays, consulting as appropriate with the Headteacher. • The postholder will need to deploy staff to meet specific work requirements and to cover staff absences • Obtaining quotes for repair jobs and arranging emergency repairs, as necessary. Supervisory decisions regarding the deployment and monitoring of cleaning staff. 	<ul style="list-style-type: none"> • 	
Other Special Requirements	<ul style="list-style-type: none"> • Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required. Training will be arranged, as necessary. 	<ul style="list-style-type: none"> • 	
Working Environment	<ul style="list-style-type: none"> • Size of school/number of classrooms. Control of allocated budget for cleaning and/or repair materials. Supervision of Cleaning Supervisor and cleaning staff. • In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the 	<ul style="list-style-type: none"> • 	

	<p>movement and handling of cleaning equipment, machinery and school furniture.</p> <ul style="list-style-type: none">• Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.		
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