

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST:	Caretaker
GRADE:	Range 2
PATTERN:	37 hours per week. Up to 52 weeks a year. With options for alternative and part-time working patterns
RESPONSIBLE TO:	Facilities Manager

Duties and Responsibilities:

To be part of the team responsible for the caretaking, ad hoc cleaning, security and maintenance of the school site.

Health and Safety

1. To be part of the team responsible for the caretaking, ad hoc cleaning, security, and daily health & safety checks of the site.
2. To support the Health and Safety representative with the school's Health and Safety policy.
3. To ensure all duties are carried out according to the school's Health and Safety policy, undertaking risk assessments where appropriate.
4. To assist the Facilities Manager to ensure that contractors are working to appropriate health and safety standards.
5. To be aware of the school's emergency response procedure.
6. To successfully complete health and safety courses as directed by the Facilities Manager and Chief Financial & Operating Officer.
7. To carry out health and safety checks in line with current legislations.

Security

1. To monitor the CCTV school surveillance system.
2. To assist the named key holders with the safe and secure opening / closing of the premises and site when required.

Building, Plant and Site Maintenance/Repair and Grounds Maintenance

1. To report necessary repairs for appropriate action.
2. To carry out emergency repairs and ad hoc cleaning as required.
3. Ensure that maintenance tasks are placed onto the computer based help desk system.
4. To assist the Facilities Manager in monitoring the quality of work carried out by the external grounds maintenance contractor.
5. To assist with obtaining quotes and supplies under the direction of the Facilities Manager.

6. To liaise with external contractors

Cleaning (In support of our Cleaning Contractors)

1. To provide materials for the replenishment of hygiene areas as and when required.
2. To carry out the cleaning of door entrances, yards, paths and gullies including the removal of graffiti and ad hoc painting tasks.
3. To carry out the clearing of all external areas including the sports field, of litter, leaves and general debris, including the emptying of litter bins.
4. To assist with other ad hoc cleaning duties (window cleaning, deep cleaning, etc), as directed by the Facilities Manager when required.
5. To assist the Facilities Manager in overseeing the performance of external cleaning contractors and dealing with matters of concern.

Assemblies, School Events and Lettings

1. To set up and clear away as required, furniture and equipment for assemblies, examinations, school events and lettings.
2. To be part of ad-hoc cover for out of hours activities in the evenings, at week-ends and during school holidays.
3. As directed, to liaise with individuals/organisations letting the site and ensure that they are aware of the action to be taken in the event of an emergency.
4. To ensure that premises staff positively promote the school at all times when dealing with the public.
5. When on duty, to remain contactable during all school events and lettings by the two way radio and site team mobile phone.
6. To provide a portage service as required.
7. To ensure equipment and furniture is set up and/or cleared away and/or delivered to agreed locations within the site as requested.

Transport

1. To assist with the maintenance of the school minibuses.

General

1. To wear the site uniform provided by the school.
2. To provide the above service within core and additional hours, with agreement this may include during letting periods and the occasional weekend.
3. To undertake other work of an appropriate nature and in the interests of the school as directed by the Facilities Manager, Chief Financial & Operating Officer or Head teacher.
4. To liaise closely with other members of the site team in order to provide a high-level of customer service.
5. To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
6. To participate in the school's appraisal system.

7. To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.

Work Pattern

1. Any requirement for overtime to cover holidays, sickness and weekend working will be by prior arrangement.
2. Holidays can be taken during term time or school holidays by prior agreement.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

November 2024