

Job Description

Name:	
Job Title:	Caretaker / Maintenance Operative
Salary range / job grade:	NJC 3-4
Responsible to:	Premises Manager
Effective Date:	

Role and Context

Purpose:	Under the direction of the Premises Manager and in accordance with the practices and procedures of the school, to ensure that the school premises and contents are ready for use. To help keep the school clean and tidy.
Duties and Responsibilities:	<p>The caretaker has a 24-hour responsibility for the security of the school premises. Within these hours of attendance for work will be determined by the need of the school and undertaken by agreement with the Premises Manager. Key holder responsibilities extend beyond regular working hours to cater for emergencies at any time day or night.</p> <p>Principal Accountabilities</p> <p>To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm system, etc. To be available to answer emergencies outside of regular working hours and pre-planned lettings.</p> <p>To monitor the school site and buildings, identify remedial work, undertake minor repairs, maintenance and decoration of buildings, internal fixtures and fittings and furniture etc.</p> <p>To ensure that heating and lighting systems and other equipment are working properly, including such systems in accommodation used solely for school meals where there are common services. To regulate heating/ventilation as necessary.</p> <p>To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health & Safety at Work Act 1974.</p> <p>To be fully aware of and to comply with the departmental instructions and procedures relating to Health & Safety at Work and to recognise the responsibilities required under the Health & Safety at Work Act 1974</p> <p>To operate plant apparatus and other equipment.</p> <p>To undertake portage and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.</p> <p>To clean designated areas on and around the school site and ensure that they are kept in a clean and hygienic condition. To be responsible for sanitary conditions and replenishing sanitary materials. Cleaning up after an unwell stakeholder.</p>

	<p>To undertake general duties such as collection and distribution of mail/parcels, dealing with lost property, general cleaning of storerooms and boiler rooms, obtaining or storing equipment/materials for teaching and other staff.</p> <p>To take responsibility for the duties associated with a reasonable number of evening and weekend lettings, as part of an alternating shift pattern with co-caretaker</p> <p>To undertake outside duties, for example, clearance of drains and gullies, general tidying, Incineration of rubbish, snow clearance etc.</p> <p>To supervise the site and pupils during lunchtimes to reduce likelihood of incidents during this time</p> <p>To perform any other reasonable requests as directed by the Premises Manager or Headteacher</p>
<p>General Duties:</p>	<ul style="list-style-type: none"> •To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. •To be a trained first aider and fire marshal •To maintain Staff and Pupil confidentiality •To undertake training as appropriate •To participate in the performance management programme

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date: