

## Job Description Caretaker

### Purpose of the role:

We are looking for an enthusiastic Caretaker to join our team at Mary Elliot Academy.

The Caretaker, under direction from the Site Manager will be responsible for maximising the potential of the school buildings and the open environment to include:

- ✚ Providing efficient and effective Caretaking support to the site including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and to check that heating systems are operational.
- ✚ The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

We are seeking to appoint, a reliable, professional, and practical individual. The successful candidate will support the academy in providing a safe and effective learning environment.

Our Caretaker will need to work flexibly at all times and may on occasion be required to work split shifts, weekends and bank holidays. Please note: annual leave must be taken in school holidays.

The successful candidate will have a good standard of practical knowledge and skills in regard to premises maintenance, compliance management and reporting. Previous experience of caretaking and/or Health & Safety in an educational capacity would be desirable but not essential as training can be given.

### Duties and Responsibilities:

- ✚ All adults working at Mary Elliot Academy must ensure that the safeguarding of children is the highest priority and are responsible for reporting any concerns in accordance with the Safeguarding Policy.
- ✚ To comply fully with the Health and Safety at Work Act 1974 etc, the Academy's Health and Safety Policy and the locally agreed safe methods of work.
- ✚ Have responsibility for the security and maintenance of the building
- ✚ To participate in employee development and Performance Management, and to contribute to the identification of development needs.
- ✚ To be responsible for the use, maintenance and security of plant, machinery and equipment based at the academy.
- ✚ To provide cover in the absence of the Site Manager

### Maintenance Tasks:

#### Grounds Maintenance

- ✚ The Caretaker is responsible for supporting Grounds Maintenance in co-ordination with the Site Manager and Headteacher.
- ✚ Monitor the work of all contractors under direction from the Site Manager, to ensure that work carried out is to the expected standard

- ✦ Rock salt/grit the playgrounds and school access points etc. in frosty weather (to provide a safe pedestrian access in bad weather), to ensure that all drains, gullies and grids are kept free flowing and clean, including clearing blockages.
- ✦ Gardening duties, pruning and clearance by perimeter fencing, weeding to keep area tidy and planting of bulbs etc.
- ✦ Carry out litter picking and external bin emptying

### **Pool Maintenance**

- ✦ Monitor and maintain the Hydrotherapy pool to ensure safe use – undertaking any training for this role as necessary.

### **Reporting**

- ✦ The Caretaker, under direction from the Site Manager will be responsible for aspects of reporting in relation to Site Maintenance, Cleaning, Repairs and Maintenance.

### **Security of Premises:**

- ✦ Be a named key holder and keep all keys safe at all times
- ✦ Act as main key holder, carrying out security procedures for academy buildings and grounds.
- ✦ Conduct perimeter checks to ensure that premises have not been disturbed.
- ✦ Check and secure windows and internal doors.
- ✦ Switch on/off appropriate alarm systems and lighting.
- ✦ Lock/unlock gates and external entrance doors.
- ✦ Seek to prevent trespass on academy premises and grounds.
- ✦ Carry out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage.
- ✦ Provide access to the site in the event of emergency situations.
- ✦ Deal with enquiries from colleagues, governors, contractors and members of the public.

### **Health & Safety:**

- ✦ To take a proactive approach to health & safety
- ✦ Comply with all procedures required by the Health and Safety Policy
- ✦ Carry out routine health and safety checks relating to the premises e.g. water, fire, alarms, lighting and mini buses.
- ✦ Removing hazards and reducing risks on site
- ✦ Ensure that all equipment is in a safe working condition.
- ✦ To carry out risk assessments relating to health & safety issues i.e., COSHH, playground equipment, asbestos, legionella, etc. and record as necessary
- ✦ Support in ensuring appropriate fire procedures, testing alarm on a weekly basis, supporting fire inspections/alarm and contributing to the development and monitoring of the academy's Fire Risk Assessment
- ✦ To attend meetings relating to health & safety and support with health and safety audits (at the Headteachers' discretion)
- ✦ Support in the recording of maintenance logs for fire safety, asbestos, legionella, COSHH etc.
- ✦ Liaise with contractors, under the direction of the Site Manager to ensure that they conform to health and safety standards.

### **Lighting and Heating of Premises:**

- ✦ Clean and replace electric light bulbs or tubes which are in a position where safe access is available.
- ✦ Operate the heating so that the required temperatures are maintained in the academy premises and that an adequate supply of hot water is available.

### **Cleaning of premises:**

- ✚ Support in maintaining cleanliness within the academy, including the hydrotherapy pool and changing rooms, ensuring that the premises and furnishings are cleaned to a high standard.
- ✚ Inspect toilets at various time of the day, particularly after breaks, to see that cisterns and flushes are in working order and to disinfect where necessary.
- ✚ Walk around the building and play areas daily, picking up paper and litter etc. from all areas, including flowerbeds, drains and gullies.
- ✚ Sweep excess dirt from playground and clear leaves and debris.
- ✚ Ensure that dustbin points are clear, emptying litter bins and keeping clean and distributing bins as required for refuse and recycling collection.

### **General School Support:**

- ✚ Attend meetings and training sessions as required.
- ✚ General portorage duties including setting out and clearing furniture as required, and receiving and storing materials delivered to the academy.
- ✚ Take part in the wider life of the school and contribute to the school's standing and reputation within the community.
- ✚ Other duties that the Headteacher may from time to time ask the post-holder to perform.

### **Other Professional Requirements:**

- ✚ Understand the duties and responsibilities in relation to child protection and safeguarding children and young people.
- ✚ Understand fully the academy's Safeguarding Policy and ensure all issues relating to students' safeguarding are reported immediately to the designated members of staff.
- ✚ Be fit and able to cope with the physically challenging duties of the role. They will also require good written and verbal communication skills and be ready to deal with a variety of situations.

### **Qualifications, Knowledge & Skills required:**

- ✚ Relevant qualification and/or experience/practical skills in one of more of the following areas:
  - ✚ Plumbing
  - ✚ Carpentry
  - ✚ Painting/decorating
  - ✚ Building work
- ✚ Organisation and communication skills
- ✚ Knowledge of Health & Safety; manual handling; COSHH
- ✚ Work constructively as part of a team, understanding academy roles and responsibilities and own position within these.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

General tasks may be varied from time to time to take into account the changing nature of the academy and demands upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.