**SUTTON COURTENAY PRIMARY SCHOOL**

**JOB DESCRIPTION and PERSON SPECIFICATION**

Salary Scale: **Grade 5 Caretaker**

Effective date: 25th April 2024

**MAIN DUTIES:**

To work as part of an effective team that ensures the efficient functioning, security and maintenance of the school site.

To be accountable for keeping the school functioning effectively, maintaining the site and grounds to a high standard and providing an environment which enhances learning for students.

**Maintenance Duties**

* Take delivery of stores and materials, making arrangements for storing them and undertaking general porterage duties.
* Carry out minor repairs (e.g. mending broken windows, changing light bulbs, unblocking drains and toilets, painting areas including preparation).
* Painting around the school site as required.
* Other caretaking duties as required by Site Manger including setting up furniture for events.
* Ensure litter is dealt with appropriately and waste is disposed of as directed by Headteacher
* Emergency cleaning of bodily fluids.
* Replacement of consumables (soap, toilet rolls, hand towels).

**Security of Premises**

* Undertake the responsibility of a keyholder.
* Ensure that the school is open for staff and pupils each day and locked securely at the end of the day.
* Ensure that all doors and windows are secured and all lights and heaters are switched off after use.
* Take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
* Carry out any necessary duties incurred with burglar and fire alarm systems.
* Ensure the site is litter free.
* Understand fire safety regulations, Health & Safety Regulations, emergency procedures and the rules for evacuating a building.

**Heating and Lighting**

* Maintain the boiler house and plant in a clean and tidy order and keep clear access to all service isolators (gas, electricity, water). Ensure that flammable materials are kept out of the boiler room and away from any heat sources.
* Maintain a variety of records and monitoring meter readings and fuel usage.

**Additional Duties**

* Where appropriate, attend regular whole school and team meetings.
* Undertake appraisal, training and mentoring.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the school.
* To flexibly work with the Line Manager concerning work time arrangements.

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

* To be part of and promote a positive and pro-active health and safety culture.
* Undertake necessary health and safety training.
* Ensure you are familiar and comply with the school’s health and safety policies and procedures.
* Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services.
* Follow all appropriate safety instructions and use safety equipment provided.
* Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.).
* Support your line manager in the delivery of good health and safety practice and the minimising of risks.
* Ensure you draw to managers attention health and safety problems or deficiencies in the workplace.
* Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

**Safeguarding:**

* Have due regard for safeguarding and promoting the welfare of children and young people.
* Follow all associated child protection and safeguarding policies as adopted by the school/local authority (LA).
* To uphold and promote British Values.

**Please Note:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and dress in an appropriate manner for the position.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Disclosure Level:**

A satisfactory enhanced disclosure certificate from the Disclosure and Barring Service (DBS) will be required before appointment to this post can be confirmed.

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| **Caretaker Person Specification** | **Essential (E) or Desirable (D)** | **Evidence in Application (A) or Interview (I)**  |
| **Training and Qualifications** |
| Good numeracy/literacy skills. GCSE level maths & English or equivalent | E | A/I |
| Health and Safety Training to include fire safety training, COSHH and water hygiene | D | A |
| **Experience** |
| Experience of working in the role of facilities management, “handyman”, site staff or similar role | E | A |
| Experience of working as part of a team | E | A/I |
| Experience of dealing with Health and Safety | D | A/I |
| Experience of working in the Education sector | D | A/I |
| **Job related aptitude and skills for this post:** |
| Ability to communicate effectively with adults and children | E | I |
| Knowledge of manual handling and working at height best practise | D | I |
| Knowledge of Health and Safety legislation | D | I |
| Ability to attend work regularly and on time | E | I |
| Comfortable using IT packages such as email and Word and willing to learn how to use our site management packages | E | A/I |
| **Personal qualities** |
| Adaptable, enthusiastic, and willing to propose solutions | E | A/I |
| A positive approach to learning and gaining new skills through teamwork and training opportunities. | E | A/I |
| Ability to maintain confidentiality | E | I |
| Ability to undertake physical work | E | I |