



JOB DESCRIPTION

Title of Post: Caretaker (with lettings)

Responsible to: Site Manager

Purpose of Job: To contribute to the smooth running of the School by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning and maintenance.

To support the Site Manager and contribute as a team member towards providing an effective and efficient site support service, thus enhancing the standards of teaching and learning within the school.

Duties and Responsibilities

- To be proactive in the monitoring of the school site and premises to ensure the school and site is well maintained, safe and secure for all users.
- To ensure the security of and access to the whole site, locking and unlocking buildings to allow access, acting as key holder in an emergency and responding to calls outside normal working hours, setting and turning off alarms.
- To ensure effective communication and handover information with the Site team.
- To support the cleaning team and carry out cleaning duties in accordance with the schools cleaning specifications as required. Areas to be cleaned will include toilets and showers, fixtures and fittings.
- To set out/remove exam desks as required.
- To carry out internal and external litter duties, ensuring the School maintains its high standards.
- To operate specialist cleaning/site equipment as required.
- To undertake lettings duties.
- The preparation of facilities/equipment in preparation for lettings.
- To act as the Schools representative during lettings, to ensure we provide the best service.
- To monitor contractors and other personnel working on the whole site, ensuring work is carried out according to details left by Site Manager, works permit and in compliance with Health & Safety, security and safeguarding procedures.
- To ensure Health & Safety policies and procedures are adhered to.
- To undertake first line repairs and maintenance of fittings, fixtures and equipment, internally and externally as required.
- To carry out planned maintenance, such as painting and small works across the whole School.
- To respond to faults as requested.
- To move office and classroom furniture / equipment as required.
- To continually look at ways of energy savings, to ensure the building operates effectively and efficiently.



- To take delivery of stores, materials and other goods, ensuring deliveries are forwarded to the correct part of the premises.
- To undertake PAT testing when required (Training will be provided)
- To carry out gritting and snow clearance duties during adverse weather conditions ensuring the School is safe for use.
- To be a nominated first aider.
- To provide cover for the Groundsman when required.
- Any other duties compatible with the post held and within the competence of the employee, which the Headteacher, School Business Manager or Site Manager may reasonable require from time to time.

General

- Fully participate and engage in the schools' Performance Management Procedures, taking personal responsibility for identification of learning, development and training opportunities in discussing with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the school's Equal Opportunity Policy.
- To maintain confidentiality in all school related matters.
- To promote and ensure the good reputation of the school.
- To work alone, subject to the school's Lone Working Policy.

Notes

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. The job description may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher.
4. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.