



ST SAVIOUR'S CATHOLIC PRIMARY SCHOOL JOB DESCRIPTION

Title of Post: Caretaker

Pay: NJC 6

20 hours per week, 52 weeks per year

7.30-11.30am

Responsible to: Executive Headteacher/Governing Body

JOB PUPOSE: To be responsible for the general care, safety and security of the building. To promote and ensure the health and safety of pupils, staff and visitors at all times.

JOB SUMMARY:

Security:

- Unlocking and locking of the Buildings on daily basis and disabling/enabling of the school intruder alarm system.
 - When locking: to check that all windows are closed and that lights are extinguished; to close internal doors and those into school buildings; to check external security lighting.
- Primary key-holder/primary point of contact for the premises in the event of a call-out outside of normal working hours.
- Undertake regular security checks of building and grounds and identify security risks.
- Operate and respond to alarm systems where appropriate.
- Monitor CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors (incl. regular maintenance)
- To prepare for and provide access as appropriate for lettings.
- Provide emergency access to the school site

General maintenance:

- To maintain an effective log of maintenance and repairs using Every software
- To organise and carry out various maintenance duties and repairs to ensure that the general upkeep and maintenance of the premises is good. (incl. redecorating and fixing, minor plumbing, changing light bulbs, clock batteries, ensure drains & gullies are clean).
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves, etc. as agreed with the Headteacher.
- To organise and carry out minor decoration programme as agreed with the Headteacher
- To monitor and report on Gas, Water, Electricity usage in the school and promote energy control and conservation as appropriate in conjunction with the Headteacher.

- To carry out regular inspections of the buildings, fixtures, fittings, furniture, premises and grounds to identify major and minor maintenance or repairs required to be carried out to maintain safe and satisfactory conditions. Report findings to and agree planned maintenance programme with Headteacher.
- To undertake PAT testing and maintain appropriate records
- To deal with enquiries from staff pertaining to repairs and maintenance matters.
- To liaise with appointed contractors as required.
- To deal with the clearing of snow and gritting of frost affected paths/areas.

Porterage:

- To deal with the receipt, dispatch of goods and materials as appropriate.
- To deal with porterage of equipment, furniture, (including staging) etc. as appropriate and with due regard to safe handling and lifting procedures.
- To hang and remove curtains and blinds

Health and Safety:

- To comply with Health and Safety policies and procedures at all times.
- To have knowledge of Gas and Water services supplied to the school and their control valves for maintenance or in cases of emergency.
- To monitor hot and cold water temperatures in outlets throughout the school and report any deficiencies.
- To have knowledge of the school's electrical circuits and fuse board layouts and to replace fuses as required.
- To monitor and maintain records on periodic provision of maintenance services to the school including boilers, blending valves, water systems (incl. legionella risk assessment), alarms, emergency lighting, fire extinguishers, PE equipment, electronic equipment, etc. using the Every system.
- In the event of emergencies, such as fire, flood, breaking and entering, accident or major damage, carry out necessary procedures, including making available first aid facilities and equipment; to provide access to school and classrooms if emergencies occur out of normal school hours.
- To carry out regular health and safety assessments of conditions, activities and protocols in school and confirm satisfaction. To recommend improvements where unacceptable risks are encountered.
- To ensure all recommendations arising from health and safety audits, water risk assessments and regular maintenance inspections are acted upon.

Fire Safety:

- To regularly check fire exit door mechanisms, ensure they are operational, log and report any deficiencies.
- To regularly check fire extinguishers are charged and safe to use, log and report any deficiencies.
- To regularly check emergency lighting
- To test fire alarm installations weekly and carry out fire drills termly.

Cleaning:

- To manage waste disposal for the school site.
- To make tidy, before and after, areas used for lettings, etc.
- To assist the cleaners with the periodic cleaning of the window blinds
- To clean external windows/doors at ground floor level.
- To ensure good levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.

General duties:

- To prepare for normal school activities, including out of school activities, including ensuring the provision of heating and lighting to the school.
- To be the point of contact for contractors working on the school site.
- To control list of tasks that require additional resource and discuss with Headteacher to manage internally where possible as directed by the Headteacher.
- To work flexibly to ensure efficient use of time and resources, both in the school week and in the holidays.
- To proactively manage the school premises, highlighting where action is needed and how issues can be resolved including obtaining quotations as required.
- Ensuring completion of projects undertaken whether internally or through external contractors.

Record keeping:

- Be responsible for maintaining records, warranties, information and data relevant to Health and Safety such as: Asbestos records, Fire records, Risk Assessments including slips and trips, COSHH, inspection records for stepladders, trolleys, premises internal and external, etc., routine maintenance of major equipment such as boilers, water systems, PE equipment, etc., as directed by the Headteacher and using TES Foundation Software.
- Contribute to planning, development and organisation of systems, procedures and policies.
- To undertake and maintain record of risk assessments pertaining to the school building and its operation.

Personal standards:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values.
- To present high standards of personal appearance and a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- To contribute to the overall ethos, work and aims of the school.
- To attend any courses beneficial to CPD and attend any meetings as required.

**ST SAVIOUR'S CATHOLIC PRIMARY SCHOOL
CARETAKER PERSON SPECIFICATION**

	Essential / Desirable	Evidence at Application / Interview
1. Experience Some experience of caretaking and cleaning Previous experience in a school Previous experience of managing a budget	E D D	A/I A/I A
2. Knowledge Knowledge of caretaking and security practises Some knowledge of domestic and commercial cleaning practises and the use of appropriate equipment and materials Health and Safety COSHH	E D E E	A/I A A/I A/I
3. Skills and abilities Have the ability to undertake routine repairs and maintenance work Good organisational skills Ability to prioritise own work Ability to work on own initiative Good ICT skills	E E E E E	A/I A/I A/I A/I A/I
4. Qualifications and Training Hold at least GCSE grade C or above in English Language and Mathematics Relevant Training (such as COSHH, Health and Safety, etc.) Willingness and ability to undertake training as per contractual requirements	D D E	A A I
5. Personality and Social Skills Be approachable to staff and members of the public – good interpersonal skills Be enthusiastic and self-motivated and able to work on own initiative Be able to develop a care and concern for the appearance of the premises and a pride in one's own work.	E E E	I I I
6. Other Ability to undertake manual work and to perform tasks included in the job description Be able to be flexible in working patterns to facilitate hire of premises, building security and efficient use of time throughout the year.	E E	A/I I