



JOB DESCRIPTION

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Post Title: Part time Caretaker
Grade: (NJC) Grade 3 SCP 5/6 £10.19 - £10.39 per hour
Responsible to: Senior Leadership Team
Purpose of the Job: To ensure the upkeep, maintenance and security of the school ensuring it can operate smoothly on a day to day basis.

Main Duties and Responsibilities:

Security and health and safety-

- Undertaking the responsibility of Key holder for the school (This may include emergency call out on rare occasions in negotiation with SLT. Additional pay for each callout)
- Ensuring that the school building is opened in the morning prior to staff arriving each morning.
- Ensuring the site is checked each morning for any breaches of security, including checking boundaries are secure, pathways and walkways are clear of hazards including snow and ice,
- Receiving deliveries arriving at school and those arranged during the holidays
- Working with SLT to secure opening and locking of the school for any holiday rentals that may occur within the school holidays.
- Understand fire safety regulations, Health & Safety Regulations, emergency procedures and the rules for evacuating a building.
- Carry out any necessary duties incurred with burglar and fire alarm systems.
- Check that heating and hot water system is working at the start of each day.
- To assist in maintaining the boiler and plant rooms are kept 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.
- Be familiar with and work within, all Health and Safety procedures and protocols within the school and undertake training where required for areas relating to job role including the safeguarding of children.

Grounds management and general maintenance

- Low level ground maintenance work. Weeding of planted areas, removal of dead plants. Maintaining of forest school area - removal of broken or dangerous equipment, cutting back of overgrown including nettles etc.
- Carry out many and various minor repairs e.g. mending broken furniture, fixtures and fittings, changing light bulbs, unblocking drains and toilets, small woodwork projects, painting areas including preparation.
- Other handyman duties as required by the Headteacher
- Setting up of Tables and equipment for Breakfast Club each morning in the hall.
- Assist in maintain a variety of records and monitoring meter readings and fuel usage.

Cleaning duties:

- Undertake some light cleaning duties inside the school building, including the cleaning of the school office suite, Out of school activity area (Mobile), staff room, staff toilets. Light cleaning includes - Hoovering, emptying bins, wiping of surfaces and mopping lino areas where required.
- Collect and assemble waste for collection
- Supporting the work of the school cleaner where necessary, including liaising with them regarding ordering and storage of cleaning supplies.

This role requires some physical work including lifting and safe moving of larger and heavier equipment in accordance with safer handling / lifting policy and procedures.