



JOB DESCRIPTION

Post Title:	Caretaker
Working Time:	35 hours per week – 52 weeks per year
Salary/Grade:	GRADE: 3 (Points 5-9) + Shift Allowance (14%)
Hours of work:	Monday to Friday: Working hours 8 hours per day to meet the needs of the school (working hours includes one hour unpaid lunch break) Annual leave: 26 days per year (to be taken during school holidays)
Line Manager:	Premises Administrator
CRB/DBS Disclosure Level:	Enhanced with children's barred check list
Main Purpose:	
<ul style="list-style-type: none"> To undertake a range of caretaking duties including security and supervision of the site and related equipment, and other duties including portering, cleaning and maintenance, in compliance with health and safety legislation, policies, and procedures and COSHH where applicable. 	
General Responsibility	
<p>All school staff are expected to:</p> <ul style="list-style-type: none"> Work towards and support the school's Catholic mission statement, the vision and the objectives. Support and contribute to the school's responsibility for safeguarding students. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. Engage actively in the performance review process. Adhere to school policies and procedures as set out in the <i>staff handbook</i> or other documentation available to all staff. 	
Core Responsibilities & Tasks:	
<p>Key duties:</p> <ol style="list-style-type: none"> Maintain site security, carrying out security procedures for the buildings and grounds and the routine and non-routine opening of premises and grounds, responding to emergency calls outside normal working hours and acting as a key holder on call. Have a good understanding of all building systems, including operating the heating plant. A good working knowledge and proficiency in Microsoft Office for the purpose of planning, managing and recording system checks, compiling reports and other matters relating to the post. Ensuring personal safety of self and colleagues when carrying out tasks and ensuring the personal safety of contractors engaged on site. Support routine maintenance by assisting external contractors on site and recording outcomes. Carry out routine procedures and checks on premises systems and equipment, including PAT testing and the recording of checks electronically, then arranging for repairs/replacement where necessary. Report and record any damage and assist in organising any necessary repairs or disposal. Carry out general first line repairs, redecoration and maintenance. Ensure that adequate supplies of premises materials and other supplies are available. 	

December 2021

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10. Update the asset register
11. Ensure all caretaking equipment is in a safe and working condition and arranging for repair as appropriate.
12. Carry out emergency procedures e.g. fire alarms, lockdowns.
13. Organise and prepare the school premises and site as required, including for special events and out of hours activities.
14. Ensure that access and main areas are safe and secure, including winter gritting, moss treatments etc.
15. Undertake cleaning, litter picking, disposal of refuse to support the cleaning team as required.
16. Take delivery of stocks and materials, distributing appropriately.
17. Any other premises/Health & Safety activity commensurate with the level of responsibility

Knowledge, Skills and Experience

- Completed a common core programme of induction
- Good understanding of Health & Safety requirements and procedures
- First Aid qualified

Professional Development:

1. To evaluate and review own practice within the school performance management system for support staff.
2. To keep up to date with training required for the job, such as IOSH, NEBOSH, COSHH, working at height and other health and safety training, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed (post holder)	Signed (Headteacher)
Date:	Date:

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