

SCHOOL PREMISES STAFF (CARETAKER)

JOB DESCRIPTION AND PERSON SPECIFICATION: LEVEL 2 – Under the instruction/guidance of appropriate senior staff: provide maintenance & security services on school sites and premise

TASKS - MAINTENANCE

Security

- Lock/unlock school buildings and areas (**not immediately**)
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief (**not at this time**)
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Undertake lettings and carry out associated clerical tasks
- Provide emergency access to the school site

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher and SBM.
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried-out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Undertake activities to maintain safe and clear external environment e.g. gritting/removal of fox excrement, sweeping of leaves etc.
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for removal
- Undertake emergency & specialist cleaning tasks
- Undertake cleaning duties such as graffiti removal, litter-picking
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors & undertake client role in connection with premises-related contracts
- Co-ordinate work of cleaning staff
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Maintain specialist sports equipment after specialist training

KEY ACTIVITIES – RESOURCES

- To advise the headteacher and school business manager on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials as directed by staff
- To assist in safety audits of the premises and contribute to relevant risk assessment activity
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

KEY ACTIVITIES - ORGANISATION & SUPERVISORY

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture, equipment and school resources
- Assisting in management, administration and operation of lettings system
- Monitor & manage stock deliveries within an agreed budget, cataloguing resources & undertaking audits as required
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the headteacher
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate
- Liaise with line manager & attend meetings as required
- Undertake any reasonable, additional, directed requests as required by school needs from the School Business Manager or Headteacher

RESPONSIBILITIES

- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils (staff & visitors)* at all times
- 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
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Ensure health and safety policies and procedures are complied with at all times
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

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Experience	<ul style="list-style-type: none"> ● Relevant experience desirable ● Handyperson experience – decorating skills ● Caretaking/site-keeping experience in a school or similar environment ● Effective communication, organizational and IT skills ● Proactive/Can do attitude
Qualifications / Training	<ul style="list-style-type: none"> ● Willingness to undertake induction training ● NVQ 2 OR equivalent qualification desirable ● Good numeracy/literacy skills/ICT skills/ GCSE (or equivalent) Maths and English ● Specific training in specialist area
Knowledge/Skills	<ul style="list-style-type: none"> ● Willingness to develop knowledge of use of IT and other specialist equipment/resources ● Working knowledge of relevant polices of practice/legislation ● Self-motivation ● Ability to relate well to children and adults and to work as part of a team ● Knowledge of Health & Safety procedures and precautions ● Knowledge of COSHH regulations ● Awareness of health and hygiene procedures ● Knowledge of moving and handling procedures ● Willingness to participate in development and training opportunities ● Team-leading skills