

**DURHAM TRINITY SCHOOL & SPORTS COLLEGE**

**JOB DESCRIPTION**

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| **Name** |  | **Post** | Caretaker |
| **Reporting to:** | School Business Manager |
| **Responsible for:** | To be responsible for maintenance, security and facilities services on school site and premises. In addition ensure that high standards of hygiene and health and safety are maintained at all times. |
| **Liaising with:** | Staff and Governors  |
| **Working Time:** | 37 hours per week |
| **Salary/Grade:** | Grade 4 |
| **Job Evaluation Reference No.** | N6159 |
| **Disclosure Level** | Enhanced |

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| **Key Duties*** To be responsible for ensuring the site is accessible when needed and secured correctly, following appropriate procedures, when not in use.
* To be responsible for regular security checks to identify security risks and report findings to the School Business Manager to ensure appropriate action can be taken.
* To direct home/school transport whilst on the school site to ensure a smooth handover of pupils at the beginning and end of the school day and to prevent a build up of traffic on Dunholm Close.
* To be responsible for the operation of a planned preventative maintenance programme and ensure routine maintenance inspections of buildings, fittings, fixtures, premises and grounds are carried out to identify areas requiring maintenance and repair to ensure work can be carried out efficiently.
* To be responsible for carrying out routine inspections of premises and grounds, fixtures, fittings etc to assess maintenance/repair needs and health and safety risk assessment and take appropriate action regarding findings.
* To be responsible for testing of fire alarms, emergency lighting, legionella, playground equipment, mini bus etc and maintain records ensuring that health and safety regulations are complied with.
* To operate and respond to alarm systems as appropriate and check that alarm systems are working correctly to meet with health and safety regulations and procedures.
* In the event of emergencies, temporarily secure premises eg board up broken windows etc ensuring that premises are secured appropriately as quickly as possible.
* To be responsible for ensuring repairs and maintenance duties are undertaken such as painting and repairing/maintaining fixtures and fittings, erecting shelves etc to ensure premises and fittings are safe and fit for purpose.
* To be responsible for ensuring simple plumbing repairs are undertaken when required such as unblocking sinks and drains, replacing tap washers etc to ensure sanitary facilities are in good working order.
* Operate and maintain the heating system, to ensure a comfortable warm environment is provided for staff and pupils and also with consideration to energy conservation.
* Operate and maintain the lighting system, ensuring light bulbs are replaced when required to ensure adequate lighting is maintained to meet with needs.
* Oversee and monitor the safety testing of portable electrical appliances and the annual fire equipment testing. Maintain accurate and up to date records to meet with regulations and procedures.
* Carry out emergency cleaning duties ie graffiti removal etc when necessary to ensure the school is maintained to a high standard.
* Co-ordinate deliveries to the school, ensuring all paperwork is in order.
* Ensure all specialist sports equipment including swimming pool are maintained to a high standard and any issues are reported to the appropriate person. This includes cleaning the swimming pool and associated changing areas.
* To liaise with the School Business Manager regarding premises so that any problems/ maintenance issues can be discussed and resolved.
* To carry out any porter duties such as moving furniture etc as required assisting with the efficient running of the school.
* To ensure all areas are kept clean, free of litter and weeds and paths gritted or salted when applicable to ensure the environment is safe for use.
* To open and lock up the building to facilitate lettings.
* To attend any training courses relevant to the post, ensuring continual personal and professional development.
* To work as part of a team.
* The post holder will be required to take all annual leave during school holidays liaising with other premises staff to ensure that at least one member of staff is on duty during holidays.
* To support the school’s behaviour and other policies, rewarding appropriate behaviour with praise and making relevant staff aware of inappropriate behaviour.
* To present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* The post holder may undertake any other duties that are commensurate with the post.
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| **Signed** **Date** |