**Job Description Caretaker/Handy Person**

**Scale 1**

**Hours** 20 hours per week

Working hours will normally be 7:00 am -9:00am

3:00pm – 5:00pm

School holiday Hours 9am -1.15pm including ½ hr lunch break

Key Duties

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
2. Keep records relating to maintenance and security
3. Perform duties in line with health and safety regulations and take action where hazards are identified including snow clearing and gritting,report serious hazards to line manager immediately
4. Undertake general portage duties including moving furniture and equipment within school
5. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
6. Maintain and undertake minor repairs to site, furniture and fixtures
7. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
8. Receive deliveries to the school site
9. Collect and assemble waste for collection.
10. Cleaning of designated areas of the school building and grounds according to instructions
11. Undertake lettings and carry out associated tasks, in line with local agreements.
12. Act as a designated key holder, providing emergency access to the school site
13. Act as school contact in relation to premises related contractors

Organise testing for asbestos and other health and safety procedures.

Any others duties as may be reasonably directed by the Headteacher.

**Annual Leave**

22 day annual leave, rising to 27 days after 5 years service, of which a maximum of 3 weeks can be taken during school Summer Holidays.

Holiday dates must be submitted annually to the Headteacher, in advance.