**Appendix 5.9 (ii)**

**The Durham Federation**

**JOB DESCRIPTION**

**Caretaker - Grade 2, whole time**

Core purpose:

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Duties and responsibilities:

* Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
* Act as the designated key holder for the school premises
* Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
* Arrange emergency repairs
* Arrange regular maintenance and safety checks
* Oversee on site maintenance contractors, checking that work is completed to required standards and within required timescales
* Monitor consumables and stock and/order supplies
* Undertake general portage duties, including moving furniture and equipment within the school
* Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
* Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
* Oversee the cleaning team ensuring the cleanliness of the buildings at all times
* Undertake regular cleaning duties in designated areas

Other professional requirements

* Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
* Monitor the work of and manage cleaning staff
* Facilitate lettings and carry out associated tasks
* Establish and maintain effective working relationships with professional colleagues and parents
* Be aware of the need to take responsibility for your own professional development
* Commit fully to the objectives of the Federation Improvement Plan
* Have high aspirations for yourself, the Federation and its students
* Health and Safety – you will be responsible for ensuring the appropriate Health and Safety procedures are followed within your area. You will have a full understanding of Health and Safety regulations and will ensure your area is in keeping with school and national requirements.
* Be aware of and comply with policies and procedures relating to child protection, first aid, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* All staff are employed by the Governors of The Durham Federation and could be deployed across both colleges in keeping with the annual school improvement plan and business needs

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_