

**School Name: Linthorpe Community Primary School**

**Post Title: CARETAKER / SITE MAINTENANCE**

**Responsible to: Headteacher  
Director of Finance  
Site Manager**

**Main purpose of the job:**

**To assist in the day to day maintenance and security of the site to include Linthorpe Community Primary School, Acklam Grange Secondary School and any additional sites.**

1. To assist in the day to day maintenance of the School premises and hard play areas to include:
  - Carrying out daily work lists as allocated by the electronic works system and ensure work reports are completed and recorded online in a timely manner;
  - Undertake minor works and repairs as instructed by the Site Manager;
  - To assist in the effective operation of the heating system and report defects to the Site Manager;
  - To assist in the facilitation of the work of outside contractors;
  - To assist staff with movement of bulky items around the site;
  - To assist with the regular day to day classroom running e.g. locks and windows.
  - To keep all landscaped areas of the site in a neat and tidy condition, including the routine mowing of grass.
2. To assist in the cleaning of those areas outside the cleaning contract including:
  - Helping maintain the hard play areas and keeping the pathways of the school free from litter and obstruction;
  - Ensure bins and other litter receptacles are emptied daily and kept in good order.
  - Ensure all site vehicles are clean and tidy (internal and external)
3. To routinely and in emergencies open and close the school premises and grounds and to ensure the school is secure including operating the alarm system. To be included on the alarm call out list and attend the premises in the event of an alarm callout.
4. Be responsible, when on duty or when on call, for the security of the site and to carry a hand held radio (during normal hours) and mobile phone (out of normal hours) whilst on duty.
5. To assist with jobs as necessary to ensure the smooth running of the school e.g. preparation of rooms for examinations, assemblies and lettings.
6. To ensure the safe acceptance and dispersal of deliveries to the site.
7. To ensure that the Trust's Health and Safety Policy is adhered to at all times.
8. To comply with instructions relating to security and confidentiality.
9. To communicate with other Staff and Stakeholders through the use of Email and verbal communication methods.
10. To carry out from time to time any other duties within the competence of the job holder, that may be reasonable required.

## **IN THE ABSENCE OF THE SITE MANAGER**

- In agreement with the Director of Finance, attend any meetings on behalf of the site manager.

**Other duties commensurate with the grade of the post as required by the Headteacher or Director of Finance.**