



JOB DESCRIPTION

Job Title: CARETAKER

Grade: 4 (point 22-25)

Hours: 37 Hours (Monday – Friday, 7.00am to 3.30pm) (Holidays to be taken during the school holidays).

Starting and finishing times may be varied by the School Governors in order to reflect the needs of the school.

Job Location: USWORTH COLLIERY PRIMARY SCHOOL

Directorate: Children's Services

Responsible to: SBM

PURPOSE OF JOB:

To provide a broad range of non-supervisory caretaking duties including but not restricted to: the security of the property; key holding and ensuring required access is available; adhoc cleaning duties; minor repair work/DIY tasks; stock management of job related materials; ensuring self and colleagues comply with health and safety legislation; the operation of school utility systems; and recording/maintenance of heating, utilities and fire alarm system checks.

MAIN DUTIES:

Ensuring the premises are secure:

- Be designated key-holder opening and closing the premises including gates, to ensure that the School is secure and to activate and de-activate the security alarms.
- Respond to alarm activations and call outs if required out of hours.
- Regular checking of security devices/systems.
- Ensure security of the premises and associated buildings within school grounds.
- Ensure high value items are securely stored at the end of the day.
- In the event of an emergency, temporarily secure premises (e.g. board up broken windows) and liaise with senior staff regarding call out procedures to ensure that the premises can be secured as quickly as possible.
- Be responsible for CCTV and surveillance equipment and liaise with police/other emergency services, security and surveillance contractors where necessary, i.e. regarding vandalism or attempted break in.

Ensuring the premises are clean:

- Periodically clean the external entranceways to the School.
- Check toilets periodically throughout the day and clean, where necessary, replenishing soap and ensuring provision of paper hand towels and toilet tissues.
- Ensure blinds/curtains are cleaned once per year.
- Ensure all internal windows are cleaned at least once a term.
- Store away cleaning equipment, keeping secure those cleaning materials that are a potential health and safety risk.
- Adhere to the School's Health and Safety policy's rules and regulations.

Ensuring Health & Safety is a priority:

- Ensuring the premises (internal and external) and furnishings are safe and in good order by completing regular site inspections, ascertain maintenance requirements and reporting findings/actions to the school business manager.
- Ensuring that protective clothing is worn and that safe working practices are applied and Health & Safety rules adhered to.
- To attend appropriate Health & Safety Courses.
- Ensure that areas involved with sickness are cleaned and disinfected.
- Oversee and monitor the safety testing of portable electrical appliances. Maintain accurate and up to date records to meet with regulations and procedures.
- Ensuring that all cupboards and store areas are kept clean and tidy and cupboards containing harmful substances are secure/locked.

Repairs and maintenance of the premises:

- Take daily care and maintenance of the heating system and lighting of the School, including energy conservation measures.
- Weekly check the operation of fire alarms and sensors and to keep the "Fire Log" updated.
- To identify and undertake the requisitioning of emergency repairs.
- Identify and undertake the requisitioning of non-emergency repairs in consultation with the Head Teacher/SBM.
- Liaise with direct Maintenance Contractors and note their activities.
- Carry out routine checks of the premises, ensuring minor repairs and maintenance duties are undertaken. Minor repairs constitute those which a reasonably competent handy person would carry out in their own home, such as simple plumbing, erecting shelves, etc.
- Ensure specialist sports equipment (including external equipment) is maintained to a high standard and any issues are reported to the appropriate person.
- Carry out minor painting maintenance and graffiti removal.
- Ensure the "Ladder Log" is kept up to date.
- Undertake daily safety checks on all external play equipment.

Maintenance of the grounds:

- Be responsible for general tidiness of the outdoor areas, including the removal of litter and other debris from all external areas, including edges of the field, gullies and traps.
- Clear snow and ice from areas where there is a potential hazard.
- Undertake general maintenance of the drive and pathways.
- Record/monitor the activities of Grounds Maintenance Contractors.

Other duties as required for example:

- Undertake appropriate training to be able to drive the school minibus.
- To make appropriate arrangements for the collection of school waste and effective storage of waste on site.
- Provide support to the school business manager in facilities and project management, including procurement, refurbishment works and liaising with external contractors. Where appropriate, monitor health and safety working practices and ensure that works are completed within expected timescales.
- Act as a fire warden.
- Undertake general portage duties around the buildings.

- Move furniture and equipment to suit the needs of the buildings.
- Arrange furniture for events.
- Supervise the manoeuvring of delivery vehicles on the site when on duty.
- Bring to the attention of the Head Teacher/SBM, any defects or matters concerning the safety and well-being of the School.
- Attend training to update you on policies and practices (including asbestos, legionella, fire warden).
- Perform duties in line with current health and safety and COSHH regulations, identifying and reporting hazards as necessary and assisting with the school's health and safety audit risk assessments.
- Undertake any other duties that may be requested by the Head Teacher/SBM.
- Comply with lone working guidelines when working during school holidays without direct supervision.
- To work under the direct supervision of the School Business Manager.
- Such other responsibilities allocated which are appropriate to the grade of the post.

GENERAL REQUIREMENTS:

- Attending and participating in training & development courses as required.
- Attending meetings, liaising & communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health & safety, as well as other statutory requirements and the policies of the Governing Body & Local Authority.

PROFESSIONAL VALUES & PRACTICE

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious & ethnic backgrounds and being committed to raising their educational achievements.
- Treating pupils consistently with respect and consideration and being concerned with their development as learners.
- Working collaboratively with colleagues as part of a professional team and carrying roles out effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising Equal Opportunities issues as they arise in the school and responding effectively, following school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers, staff and the community.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council. They must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies. They must comply with the Council's Health and Safety rules and regulations and with Health and Safety legislation.

Written by Gary Wright (Headteacher)

Date: February 2019

Signed HT Date