

Caretaking Roles

The table below identifies differences in key tasks for Caretaking roles. Detailed job descriptions are provided for each which include key duties and responsibilities applicable to all roles.

Site Security	• Opening and locking of premises • Alarm setting and maintenance • Contributing to and following safeguarding procedures in relation to access to site • Attend out of hours emergencies carrying out emergency remedial work • Update and maintain CCTV
Health and Safety	• Plan and implement annual schedule of Health and Safety and maintenance checks • Carry out and update site-related risk assessments and audits • Ensure site is safe and secure including preparing inclement weather plan • Ensuring safe storage and removal of hazardous materials • Produce health and safety reports for the Headteacher and Governors on site management issues.
Site Maintenance	• Identify and carry out required routine repairs and maintenance • Obtain quotes from contractors • Carry out grounds maintenance • Co-ordinate and assist with deliveries and carry out general portage duties • Monitor and quality assure work of contractors
Administration and resources	• Contribute to the management of the premises budget Manage and monitor stock levels • Monitor and replenish stocks and consumables • Update recording systems

Staff supervision and development	• Supervise and line manage site staff as allocated
Additional school responsibilities	• Drive the school minibus • Maintain mini bus and site equipment service records • Break and lunch duties