



JOB DESCRIPTION

Caretaker – Position 1

Salary and Hours

Salary:	Grade 3 Point 14 to 18 £8,841 to £9,435
Hours:	18.5 hours per week Monday to Thursday: 06:00 to 09:45 Friday: 06:00 to 09:30
Other considerations:	One weekend every two months to be worked which will be paid at plain time up to a 37 hour week and time and a half beyond a 37 hour week.

Role Description

Day to day responsible to: Premises Officer

All support staff are managed by the School Business Director

Responsible for: Providing an efficient and effective caretaking service to the school; ensuring that the security and appearance of the school and its working environment are maintained in accordance with the high standards set.

The following job responsibilities are embraced within the overall remit of the post, the total workload carried out by the Caretaker will be determined by the working week and priorities determined at any time by the School Business Director in consultation with the Head.

This position will be required to work within a team of caretakers with the complete range of duties outlined below:

- The security of the premises, together with its contents. The locking and unlocking of the premises. Attending to the intruder and fire alarm where applicable. Boarding up and making secure the building following vandalism or other damage
- When on duty or standby, be the first person to deal with alarm activations, establishing whether the alarm is genuine or needs an emergency call to be made. Liaising with other staff members to keep them informed of progress
- Monitoring the heating of the premises and ensuring that the required temperatures are maintained. Ensuring that the boiler plant equipment, is maintained in accordance with the specification and faults are reported
- Monitor and record the daily, weekly, monthly and quarterly checks for water tests and fire equipment and other equipment as required
- Cleaning and maintaining areas as requested including:
 - Any area of the building
 - Any area of the grounds

Floors
Internal glass
Removal of graffiti from internal or external surfaces
Buildings

- To carry out such portorage duties as and when required
- Handyperson duties, for example; securing screws, hinges, door furniture, locks, minor repairs, painting, boarding windows, changing bulbs, fluorescent tubes and starters, cleaning and replacing light diffusers, unblocking sinks and drains, water tests and utility meter readings. This list is not exhaustive and includes all repairs and maintenance that do not require the services of a skilled craftsman and which are not covered by a service or maintenance contract
- Ensuring that all the exterior hard-surface including artificial. turfed areas are kept in a clean and tidy condition – including the emptying of litter baskets, the cleaning of drains and gulleys as required and the salting, de-icing of hard surface areas during the winter months and moving of snow to ensure access to the Premises
- To give adequate supervision and directive advice to cleaning operatives as necessary
- To receive all deliveries and check items against the delivery note. Distribute deliveries and paperwork to departments as appropriate. Ensure that delivery paperwork is taken to the finance office
- To ensure that sufficient supplies are ordered and in stock and replaced around the site as requested. For example salt; grit; binbags; paper towels; toilet rolls; liquid soap and cleaning materials etc
- To be available and attend to the requirements of the hirer's of the premises for the purpose of evening and weekend lettings, including call outs
- In cases of emergency outside the working week e.g. intruders, fire, floods etc be required to attend for such action as required. Being on standby on a rota basis
- The Caretaker shall be subject to the immediate day to day supervision and direction of the premises officer
- To supervise and assist contractors or other visitors on site relating to any matters of building or grounds maintenance or health and safety
- Setting out furniture, staging systems etc as requested
- Taking reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and, where appropriate, safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of Health and Safety legislation
- All caretakers are required to act as designated first aiders and appropriate training opportunities will be given
- All caretakers are required to be flexible with their standard hours, weekend working and standby cover to support during poor weather, sickness and holidays of other members of the team
- Undertaking any other duties, which may reasonable be regarded as within the nature of duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms