



**THE STOUR FEDERATION
CARETAKER (SMALL SCHOOL)
POST LEVEL: BAND D (JEID REF: C0294)
JOB DESCRIPTION**

Play. Make their day. Choose your attitude. Be there.

CORE PURPOSE

To pro-actively manage the security, care and availability of the school site, the building, furniture fittings and equipment to ensure a safe physical environment and to promote the efficient use of the school's assets.

BROAD DESCRIPTION

Works under broad direction and laid down procedures to assist the Head of School and Executive Headteacher to ensure a safe and secure environment.

Responsible to the Head of School or nominated representative for caretaking, cleaning and site security, and respond to emergencies relating to the site as necessary.

Contribute to the school's statutory duty to safeguard and promote the welfare of children.

Little or no budgetary responsibility nor staff supervisory responsibility.

RESPONSIBILITY FOR OTHERS

The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF

The post has no direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE

The post has no direct responsibility for financial resources other than occasional handling small amounts.

RESPONSIBILITY FOR PHYSICAL RESOURCES

The post has considerable responsibility for cleaning, maintenance and security of buildings.

MAIN RESPONSIBILITIES

- Routine and non-routine opening and closing and security of premises and grounds.
- Act as a key holder and deal with minor security/safety issue, and respond appropriately to the alarm company, police call-outs and other emergencies outside normal working hours.
- Take action to prevent trespassing on the premises.
- Prepare the school site, premises, rooms and work areas; this includes operation of the school heating and lighting.
- Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
- Undertake basic DIY to a suitable standard.
- Report defects and major items for repair to the Office Manager.
- Interact with staff, parents, pupils and visitors in a helpful and sensitive manner.
- Meet, brief and oversee contractors and deliveries during working hours.
- Monitor stock levels and inform the Office Manager of requirements.
- Have knowledge and awareness of health and safety practices and policies, have an understanding of COSHH regulations, maintaining records where required.
- Be willing to undertake training relevant to the role.

JOB ACTIVITIES: SITE AND SECURITY

- Operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism. Maintain a register of keys issued on the instructions of the Head of School.
- Mornings - unlocking of gates and entrance doors, disabling alarm and checking as far as possible that the premises have not been disturbed. Switching on of lights and opening of windows as might be required. Ensuring that the heating system is operating. Ensuring that access to the premises is safe and free from hazards (e.g. ice, slippery leaves).
- Evenings - walking around premises, checking that windows are closed, lights and appliances switched off and internal doors locked, as might be required. Locking of external doors and gates, setting of alarm system.
- Provide such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of an emergency.
- Undertake weekly testing of fire alarm and emergency lighting on a rolling schedule, and support termly fire drills.

JOB ACTIVITIES: PREPARING FACILITIES AND CLEANING

- Clean designated areas daily plus deep cleaning in the summer holiday.
- Laying out of furniture and equipment for meetings as laid out in weekly diary and/or moving of these within the school.
- Prepare school hall and rooms for daytime and evening use and activities, including setting out of furniture, clearing and cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
- Take delivery of items; move them within the school as required.
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Ensure that all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.
- Ensure that all external hard areas are free of slip and trip hazards including ice (gritting when needed) and leaves.
- Emptying of litter baskets and bins. Maintain health and safety of dustbin areas.

- Provide cleaning in the absence of cleaning staff.
- Carry out water testing for Legionella.
- During periods of school closures the cleaning work will include any special tasks that become necessary, including the use of step ladders in accordance with HSE guidelines and other non-routine cleaning.

JOB ACTIVITIES: MAINTENANCE AND REPAIRS

- Carry out maintenance and repairs of property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson.
- Report to the Office Manager, maintenance and repair work which is beyond the competence of caretaker.
- Direct workmen and contractors to the site of repair and maintenance work, inspect the work of contractors where there is a requirement to sign a satisfaction note.
- Carry out routine procedures such as replace light bulbs, batteries, change clocks.
- Ensure all caretaking and cleaning equipment is in a safe clean and working condition.
- Ensure that all drains and gullies are free-flowing and clean.
- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available.
- Provide emergency access in the event of snow or minor flooding or similar emergency situations.

QUALIFICATIONS/TRAINING AND LIKELY ABILITIES

- Be aware of and understand the HSE regulations, e.g. health and safety at work, COSHH guidelines.
- English skills to complete forms, write instructions, understand and follow health and safety and COSHH instructions.
- Maths skills to check goods, carry out stock control and undertake calculations.
- Able to carry out procedures, routines and follow instructions.
- Able to operate cleaning equipment, machinery and tools.
- Understand and become familiar with the layout and organisation of the school site.
- Display commitment to the protection and safeguarding of children and young people.
- Value and respect the views and needs of children.
- Can take initiative where necessary.
- Can solve straightforward problems and respond to unforeseen circumstances, e.g. hazards, accidents.
- Basic IT skills (use of internet and email).

SAFEGUARDING CHILDREN & SAFER RECRUITMENT

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation Partnership will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the Executive Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.