Role Profile: Caretaker

Purpose

Key Purpose of the Job

The Caretaker is responsible to the Facilities Manager & Headteacher for the effective and timely provision of maintenance services to the school and its staff. This includes day to day management of service facilities, grounds and building maintenance and associated record keeping. The caretaker is responsible for identifying repair requirements, through routine checks and processing these to their satisfactory completion, which may be carried out either by contractors or, where deemed within the Caretaker competency, by the Caretaker. Duties include completion of compliance related records, portage services and setting up and removing equipment for school events.

The post holder will be a keyholder and should be prepared for call out to deal with security problems, make emergency repairs or allow access to contractors etc who may be working on site, including school holidays and weekends.

Key Accountabilities (6-8 max)

Buildings

- Liaise with the Facilities Manager to ensure implementation of repairs, maintenance and cleaning to a high standard and work being carried out by contractors including cleaners is completed to specified high standard, meets deadlines and complies with safe working practices, in agreement with the Facilities Manager.
- Oversee and undertake part of the daily cleaning and maintenance of the school, ensuring that work is completed to a high standard and complies with safe working practices
- Carry out routine maintenance procedures for heating boilers, water pumps, sump pumps, liaising where necessary with the Facilities Manager and SLT

Porterage

- Receive and transport to appropriate areas all normal education deliveries, not contractors' high-risk specialised materials
- To arrange the movement of furniture and heavy teaching equipment as required, provided that reasonable notice is given, including resources boxes, PE equipment, furniture for room use changes and setting up for special events
- To adhere to safe manual handling practices always as per training

Emergencies

- Be available as per emergency contact lists in order to respond to any out of hours problems as may be needed and deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, breakages as appropriate.
- Arrange for Contractors to deal with electrical, gas, water or any other installation emergencies. Make safe initially by switching/turning off supply and observing Health and Safety recommendations.

Health and safety

- Ensure full compliance is always maintained across the site, including with contract staff and actively promote through awareness of all Health and Safety policies, including when using contract staff
- General pool and plant maintenance, which may include the handling of chemicals in accordance with safe working practices.

Security of premises and contents

- Be responsible for the opening of the school and to liaise with contract cleaning staff for evening security, including the setting of alarms and securing of the building and gates. Ensuring that the school is secure at all times, including over the holiday periods.
- Be a keyholder for the site
- be prepared for call out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors etc who may be working on site, including school holidays and weekends

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications		Working understanding of COSHH and safe Working practices or associated qualifications. Qualification in Health and Safety
Skills	Has effective organisational and planning skills Is willing to work within the organisational procedures and processes and to meet the required standards for the role Is resilient and demonstrates ability to work well under pressure Is flexible and adaptable; willing to follow direction and instruction in relation to the school's needs Able to fill in forms and associated work documents reports to a good standard	Is a confident and competent user of ICT Has excellent communication skills
Experience	The ability to undertaken general repairs / refurbishment at 'DIY' level and security experience Understanding and experience of Health and Safety legislation.	Working within a school environment A sound understanding of H&S Knowledge of electrical, mechanical and building structures Ability to identify harmful or potentially harmful conditions / practices / procedures within general areas of responsibility
Other	Good interpersonal skills, with the ability to liaise with all members of staff, contractors and visitors Able to work effectively in a team aware of the needs of others Flexible approach to working hours and duties where appropriate	

Key Stakeholders:

Internal – Head, SLT, Pool Manager , Colleagues
External – Pupils, Parents

Signed: …… Name (print): ……..

Date: ……..