



JOB DESCRIPTION

Job title:	CARETAKER
Grade:	JG2
Responsible to:	School Business Manager (SBM)
Supervisory responsibility:	As directed by the Headteacher and SBM

This job description/person specification may be amended at any time following discussion between the Headteacher and member of staff.

1 JOB PURPOSE

- Working under the general direction of the SBM, supervise services necessary to meet the defined standards and qualities essential for a hygienic, healthy and safe school environment.
- To act as an integral part of the school staff teams, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

2 RESPONSIBILITIES AND ACCOUNTABILITES

(a) Support for the Headteacher

2.1 *Establish and maintain effective working relationships with SBM*

To ensure that there is an understanding and clarity of the post holder's specific areas of responsibility and accountability.

2.2 *Undertake designated cleaning and maintenance duties*

Carry out cleaning and maintenance tasks as set out in the school's work schedules to the standards determined by the SBM and co-operate with any reasonable request for changes to daily work routines, to assist the smooth running of the school. These will include regular litter picks, some general grounds maintenance such as leaf clearance and weeding, responding to daily incidents such as leaks, spillages (including bodily fluids), breakages and general maintenance, setting up events such as staging for performances etc.

2.3 *Undertake repairs and remedial work*

In consultation with the Headteacher and/or SBM, undertake a reasonable range of day-to-day repairs to the school premises and its furnishings, including remedial painting and decorating, maintenance of fittings and minor improvements. These duties include minor plumbing fittings, electrical replacements, putting up of shelves, fitting finger guards to doors, furniture repairs and similar.

2.4 *Use materials and equipment effectively*

Ensure that all materials and equipment are used in a safe, environmentally friendly and proper manner, following all guidelines and specifications carefully, reporting any breakdowns in equipment, to the SBM. Have special regard to energy conservation.

2.5 Manage Resources

Keep agreed written records of all materials, apparatus and equipment related to cleaning maintenance and repair work, including responsibility for stock control and maintaining an audit of expendable materials. Have responsibility for ensuring that sufficient supplies are always available to meet the needs of the school.

Maintain inventories and servicing schedules for all tools, apparatus and equipment, including meters, alarm systems and fire extinguishers where appropriate.

2.6 *Health and Safety duties*

Ensure that all identified health and safety issues are dealt with as quickly and effectively as possible. Responsible for reporting to the Headteacher and/or SBM any situation which potentially poses a danger to any pupil or member of staff in the school.

Ensure that outside areas are free of obstructions and are safe for pedestrian use, particularly during periods of severe weather conditions.

Keep written records of Health and Safety compliance checks such as play equipment, weekly flushing of water outlets, fire alarm testing and other similar items. These records form part of the formal paperwork for Health and Safety Inspections and Fire Risk Assessments.

2.7 *Letting of school premises*

Ensure the facilities are available and ready and provide a reception service to the hirers ensuring users are aware of the Health and Safety considerations and emergency procedures. On completion of the letting replace furniture etc., spot clean the appropriate areas to restore the school facilities.

(b) Support for the School

2.8 *Develop and maintain working relationships with other staff and the external cleaning team.*

Work effectively and in co-operation with all other staff in the school, using own knowledge and skills to contribute positively to the overall welfare of the school and its pupils.

2.9 *Contributing to the management of the security and well being of the school*

Always undertake duties in such a way as to ensure that the school has a safe and welcoming environment. Be familiar with all the school's policies concerning the safety of pupils.

Manage the operation of the school heating systems; ensuring that all plant and equipment operates at maximum efficiency and economy with special regard to energy conservation.

Undertake security call out duties when necessary as a main keyholder.

Carry out security checks as necessary, respond as required, by mutual agreement with the Headteacher/SBM for out of school hours activities.

2.10 *Maintain materials, apparatus and equipment.*

Within the scope of personal knowledge and training, maintain and repair tools, apparatus and equipment. Where this is not practical, arrange for repair and servicing work to be carried out by a contractor approved by the Headteacher/SBM.

2.11 *Undertake portage duties*

Receive stores, materials and other goods delivered to the school and ensure that these meet the required standards. Complete documentation and secure authorising signatures.

Manage the setting out and clearance of furniture and other equipment for special activities, as directed by the Headteacher/SBM.

2.12 *Oversee work of 'external' contractors*

Accompany contractors and other service providers to required locations on the school site, monitor the safety of their working practices and advise the Headteacher and SBM where there are concerns about the quality of their work or the service being provided.

Responsible for monitoring grounds maintenance work.

2.13 *Review and Develop own knowledge and skills*

Maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development in respect of cleaning and maintenance responsibilities. Attendance will be required at any training courses provided by the school.

3 QUALIFICATIONS AND EXPERIENCE:

- Experience in DIY and practical skills essential
- Basic literacy and numeracy skills essential
- Technical or trade qualifications relevant to maintenance and repair duties desirable
- Knowledge of relevant health and safety regulations desirable
- Training in cleaning methods and the use of materials and equipment must be undertaken during initial period of employment
- Ability to work with limited direct supervision essential

4 SUPERVISORY RESPONSIBILITY:

- The post holder does not have supervisory responsibilities for other staff.
- There are no budgetary responsibilities attached to this post.

5 SUPERVISION RECEIVED:

Overall supervision received from the SBM

6. CONTACTS:

- Staff and pupils within the school.
- External contractors providing materials and equipment or undertaking building maintenance work.
- Local Education Authority staff with responsibilities concerning the school buildings and their environment.
- Police and other emergency services or contracted companies in respect of any call out duties

7 HOLIDAYS

Must be agreed well in advance with the SBM and must be taken 100% during school holidays with the flexibility to work compressed hours during holidays. This may alter in order to meet the needs of the school.

8. SPECIAL NOTES OR CONDITIONS:

Protective clothing will be provided and must be worn at all times whilst working with materials, equipment or apparatus.

In addition to cleaning and maintenance duties some lifting is required for the movement of equipment and furniture

St Francis' Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post holder is subject to a DBS Barred List, Enhanced Disclosure checks and satisfactory references being received.

This job description (role profile) is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the school. The post holder will be expected to participate in this process and St Francis' Catholic Primary School would aim to reach agreement to the changes.