



POST: Caretaker

SALARY SCALE:	Band C plus weekend shift / letting allowance <i>(Rising by one point on the Band pay scale each year as of 1st April up to the top of the scale)</i>
CONTRACT:	Permanent
Contract Hours:	52 weeks a year, 37 hours per week full time on a shift basis
Responsible to:	Premises Manager/Facilities Manager
Responsible for:	N/A

Special conditions

Lettings payments will now be based on a fixed hourly rate of SCP 9 for all site staff undertaking lettings outside of their normal working hours.

This rate will be payable to all staff on Bands A-E inclusive.

No additional payment or enhancements will be made for lettings.

Annual holidays to be taken during school holiday periods.

Call outs payments will be paid on your hourly rate, a minimum of 2 hours will be paid per call out.

Job Summary

Responsible for the security, improvement, maintenance and cleanliness of the school buildings and grounds.

Repairs, Maintenance and Safety

1. To respond to activation of the fire alarm as part of the Emergency Action plan and any subsequent repair, maintenance or service of the fire alarm system.
2. Inspecting the site to identify building defects (service, repair, decoration), the initiation and progression of works orders and the maintenance of appropriate records.
3. The receipt and portage of light goods or materials, the maintenance of appropriate records and the relocation of portable equipment and furniture.
4. Inspecting and carrying out repairs to furniture and buildings and or arranging specialist contractors and monitoring and reporting on progress.
5. Notification of health and safety hazards to the Office and Facilities Manager / senior team.
6. Monitoring and ordering of essential operational and safety stock and equipment within the scope of the Academy's financial regulations.

7. Removal of graffiti (excluding that requiring removal by specialists).
8. Inspection, checking and helping cleaning staff as required including: cleaning of blockages in sink waste traps, toilet cleanliness and the cleaning of areas affected by body emissions.
9. Emergency action to minimise the effects resulting from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies.
10. To work with other members of the site team to organize and coordinate planned and reactive maintenance, (daily and periodic coordination meetings with the site team and cleaner/s)
11. To carry out and record weekly safety tests including the school's fire alarm and sprinkler system and water systems.
12. To carry out visual inspections of fire safety signage, equipment and doors.
13. To carry out PAT testing and record findings.

Building & Contracts

1. To open the school for contractors as necessary, (including at weekends).
2. To liaise with contractors prior to work commencing, during the period of the contract and afterwards if necessary.

Cleaning

1. The school has a cleaning Manager and day cleaner. However, you may be required to work with the cleaning team:
 - Daily cleaning of agreed areas of the school.
 - Ensure toilets are cleaned when necessary
 - Inspect and replenish soap, toilet paper and paper towels.
 - Control of "cleaning materials" and "paper towels" budgets including ordering, distribution and monitoring of materials.

Grounds

1. To ensure that all paved / tarmac areas of the school are kept in a tidy state and that snow / ice is cleared where it is practical.
2. Maintain a litter-free environment as far as is practicable, empty external waste bins and remove internal rubbish as necessary.
3. Clear snow to main routes of access/egress as far as is reasonably practicable.

Energy

1. Care and operation of the heating plant and general cleanliness of the boiler house and helping the school to 'reuse, reduce and recycle.'
2. Monitor the efficient use of fuel, electricity and water, carrying out meter readings as necessary.

Other duties

1. To carry the walkie talkie and mobile phone issued to you at all times at work and respond to requests for support / remedial action. To attend site team meetings as required.
2. Setting out and clearing of furniture for assembly and other events as required.



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Other:

- To participate in the operation of the Academy's Appraisal Scheme and attend any training deemed necessary.
- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working school environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Signed _____ (Caretaker)

Date _____

Signed _____ (Headteacher)

Date _____



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