



## Elmgrove Primary School and Nursery

### JOB DESCRIPTION

Post Details:	Caretaker
Salary:	G5 + overtime as required
Responsible to:	Site Manager
Hours:	36 hours x 52 weeks – usual working hours 10.10am to 6.30pm Monday to Friday
Lunch:	1 hour lunch break (unpaid) – a conditional free lunch is provided for all site staff. To be discussed with the Headteacher

#### **Job Purpose**

Under the direction of the Site Manager and the School Business Manager the post holder is responsible for the maintenance and good working order of the School, so as to provide an appropriate clean, safe and secure environment for the education for the pupils and the work of all the staff.

Any decisions which may have a significant impact on the caretaking service to the school and or significant effect on employees, individuals or other organisations must be first discussed with the Site School Business Manager/Headteacher.

#### **Main Duties and Responsibilities**

##### **1. Good Order and Maintenance in the School Premises**

- Responsible for supporting the Site Manager in ensuring and promoting the day to day security, maintenance, caretaking, cleaning standards and general well-being of the school
- Be a point of call for school issues via the Smartlog system that may include: to cleaning of sick, unblocking of toilets and fixing broken items
- Be a contact at all times for the security of the premises and main out of hour's key holder. This may involve extra hours which will be signed off by the Business Manager
- To ensure that the school is open at the designated time and check that all is in order.
- Responsible for the receipt and storage of the school milk and fruit
- Carry out cleaning and DIY tasks during the school holidays as identified by the Site Manager and School Business Manager
- To assist in the general maintenance and remedial work in-house in partnership with the Site Manager (e.g. changing light bulbs, unblocking drains, clearing gullies and gutters etc.), including during the school holidays and during periods of overtime
- Maintain the grounds in a clean and tidy condition, including sweeping (clearing litter from car park, paths, playground areas, cutting back plant growth, cutting grass and sweeping/clearing up leaves, clearing roof traps and guttering etc.)
- To ensure all indoor and outdoor plants are adequately watered during the day and during school closure periods
- To ensure that the outside bins are cleaned and emptied daily

- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse and disinfecting bins
- Assist the Site Manager with the dining arrangements
- Assist the Site Manager with the portorage of furniture and equipment ready for assemblies, workshops, meeting etc.
- Undertake small DIY projects, minor repairs, improvements, decoration of the school site, with the range of own individual skills and capacity including during the school holidays and during periods of overtime. For example, this may include painting a designated area
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To undertake minor window cleaning as required as outlined in site holiday works list

## **2. Safety and Security of the School Premises and its Contents**

- In the absence of the Site Manager, to be responsible for unlocking the school during term time and for the unlocking and locking and alarm system of the school during school closure periods.
- To ensure that at the end of the day all doors, windows, gates and carpark gates are locked, gas and electrical appliances are turned off ensuring the main entrance school entrance is locked and activate the alarm.
- Ensure the safety of the site and the people on it at all times, adhering to local and national health & safety policies
- When required ensure that the buildings are secured after use, both internally and externally. This includes checking that all valuable equipment is in an alarmed area
- To check, at least monthly, all perimeter fences, security devices
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded as requested by the Site Manager
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- To ensure mechanical/electrical equipment is inspected prior to each use
- To provide safe access to the school in the event of snow, ice or flooding – gritting and salting
- To plan and demonstrate sound health and safety practices at all times when carrying out tasks in order to prevent any risks to; self, other people and the school. To request assistance of the Site Manager when necessary

## **3. Furniture and Equipment in the School**

- Responsible for the good working order of outdoor school furniture, equipment and fittings, advising the site manager of any damages/concerns
- Identify with the site manager, necessary furniture, fittings, equipment and tools
- Advise site manager of any missing/broken/damaged caretaking cleaning tools and equipment

## **5. General Duties**

- To assist public relations by responding to parents and site visitors in a helpful manner
- Being a visible presence when on duty for open evenings, concerts, etc. to help ensure staff/pupil and parent safety

- To assist staff in the maintenance of good order by encouraging pupils to behave responsibly in school and develop appropriate relationships with pupils
- To maintain good relationships with the Senior Leadership Team, teachers, support staff, pupils, parents and governors
- To undertake such other associated duties as may be required by the School Business Manager, Headteacher / Deputy or designated nominee
- To read understand and adhere to the school's and Council's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils' staff and parents
- To carry out health and safety training conducive to the role such as; COSHH, health & safety, manual handling, ladder training etc.
- To not undertake such duties that you have not been trained for, putting yourself or others at risk and advising the School Business Manager
- To set and monitor the school heating and hot water systems
- To act up as site manager in their absence

Everyone who works at Elmgrove Primary School and Nursery has the responsibility for promoting the child protection, safeguarding, health and safety and welfare of children.

## **PERSON SPECIFICATION**

The person specification shows the abilities and skills you will need to carry out the duties in the job description.

<b><u>Qualifications and Experience</u></b>	<b>Essential</b>	<b>Desirable</b>
• Hold recognised training/qualifications (appropriate NVQ2 or equivalent) associated with premises supervision.	✓	
• Significant experience or skills in a trade.		✓
• The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc.	✓	
• The ability to operate and understand electrical/mechanical systems.	✓	
• Risk Assessment experience/qualification.	✓	
• Competent at basic building repairs and maintenance.	✓	
• To be able to use small industrial, electrical and mechanical equipment.	✓	
• Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.	✓	
• Good communication skills.	✓	
• Excellent numeracy and literacy skills.		✓
• Good IT skills.		✓
• Sound planning and negotiating skills.	✓	
• Ability to gather information, analyse data and problem solve.	✓	
• Ability to manage own time effectively and demonstrate initiative including establishing priorities.	✓	
• Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.	✓	
• Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.	✓	
• Ability to supervise people directly and indirectly.	✓	
• Ability to adapt to changing and conflicting demands.	✓	
• Ability to be flexible and work as part of a team or individually as required.	✓	
• Ability to demonstrate an understanding of children.	✓	
• Ability to contribute to the life of the school.	✓	
• Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.	✓	