**2021 VAC 224**

**Job Description**

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| **Job title** | CARETAKER |
| **Grade** | 2 |
| **Service/Team** | HOUSEKEEPING AND JANITORIAL |
| **Main purpose of job**  | To meet the needs of the customer in a School setting, maintaining grounds and building. Provide a safe, secure, clean environment for staff, pupils and visitors. Responsibilities include Health & Safety checks, cleaning, portage and minor repairs.  |
| **Key responsibilities**  | Ensure the security and safety of the site andpremisesEnsure all systems are fully functional includingheating, plumbing and lighting.Work on own initiative and at request of staff toensure that the site and building is maintained tohighest possible standard.Ensure that all statutory requirements are met interms of Health & Safety including fire safety andlegionella |
| **Key tasks**  | 1. Opening and locking of building.
2. Checking boiler and heating systems to ensure satisfactory operation.
3. Report any faults or defaults in relation to premises.
4. Daily inspection of fire alarm panel and emergency lights for normal operation of system. Record and act on any fault found.
5. Maintain good communication links and working relationships with all staff.
6. Keeping footpaths, drive way and grounds litter free. Snow clearing duties including salting and gritting to ensure pathways are safe to use. Carrying out perimeter checks daily.
7. Dealing with deliveries and contractors
8. Moving of furniture and equipment.
9. Carry out minor running repairs, with emphasis being placed on emergency action where safety or security involved.
10. Ensuring adequate supplies of appropriate products e.g. light bulbs, toilet tissues, paper hand towels etc.
11. Undertake an audit of stock, maintaining records of stock purchased and its distribution/use throughout the year.
12. Undertaking reasonable tasks as required by Headteacher, Estates Manager and School staff in relation to building and site.
13. Building checks using the Schools electronic system including legionella and fire alarms.
14. Cleaning.
15. Attend training sessions as and when required.
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| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the CouncilThe post holder must comply with the Council’s COVID-19 vaccination policy and guidance (where applicable). |