

Viewley Hill Academy Caretaker – Job Description

Job title:	Caretaker
Reports to (job title):	Headteacher / School Business Manager (SBM)
Hours of work:	34.5 hours per week
Salary:	£18734.43

Main duties/responsibilities

Site security
Act as a keyholder for the school site, unlocking and securing all access and egress points at the start and end of every day the school is open.
Be on-call to respond to the school's security alarm at all times, excluding agreed holiday periods.
Work with SBM to ensure effective management and communication of all contractors.
Organisation and maintenance
Ensure internal and external cleaning is carried out efficiently and to a high standard.
Ensure gutters and drains are kept clear and free flowing.
Ensure the school's heating system and other services, e.g. floodlighting and surveillance systems, run correctly by undertaking regular maintenance checks.
Ensure all lights are switched on and off at the start and end of every day the school is in use, and carry out necessary maintenance, e.g. changing bulbs.
Carry out and maintain expected school records for <u>weekly/monthly/annual</u> inspections of all school buildings, fittings and fixtures, and undertaken minor repairs where necessary.
Safely operate and maintain all machinery and equipment in accordance with the manufacturer's instructions.
Maintain tidy and organised workspaces and storage areas.
Ensure reporting process for problems relating to the school site and building is adhered to.
Prepare the school premises and site for after school activities, e.g. functions and events, and ensuring the premises is tidied afterwards.

Ensure the safe and secure storage of all toxic and flammable substances, in line with policy.
Support staff members as requested, e.g. in relation to manual handling and operating machinery and equipment.
Maintain departmental stock levels, e.g. cleaning products, light bulbs and paint, and order more stock with the <u>SBM</u> 's authorisation.
Organise and liaise with contractors to ensure any large maintenance work and repairs can be carried out suitably.
Work with the <u>SBM</u> to ensure value for money is achieved across all relevant services, e.g. when getting quotes from contractors.
Undertake portering duties, e.g. moving deliveries to the intended departments, recycling paper and confidential waste and moving furniture.
Promote and adhere to recycling and environmental initiatives set up by the school and local council.
Ensure safe working standards are observed at all times, and adhere to and promote the school's policy and procedures in relation to health and safety.
Respond to fire alarms and carry out fire safety checks in collaboration with the <u>Head Teacher</u>
Maintain a smart appearance at all times, in line with policy, acting as an ambassador for the school and setting a good example for pupils.
Keep up-to-date records relating to health and safety, fire safety and any evacuation procedures that have been carried out.
Other duties
Liaise with the <u>headteacher</u> and review the <u>Adverse Weather Policy</u> to ensure the school site is safe in adverse weather, e.g. snow.
Ensure adequate risk assessments are undertaken and help to review these where necessary.
Follow the school's procedures relating to manual handling and lone working.
Ensure all hirers follow the school's lettings policy and procedures while using the school site.
Work with the <u>SBM</u> to identify any training and development needs, and actively seek out CPD opportunities as required by the school.
Adhere to the school child protection policy in order to promote the safeguarding and welfare of young people.

Person specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> A qualification in English and Maths 	<p>The successful candidate will hold:</p> <ul style="list-style-type: none"> A relevant qualification, e.g. in joinery, plumbing, electrical, grounds maintenance. A full UK driving license. An up-to-date qualification in first aid.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> Working in a trade or as a maintenance manager. Some experience in building maintenance, cleaning, plumbing, electrics or gardening. Creating reports relating to health and safety, fire safety and evacuations. Working within the requirements of legislation, e.g. the Health and Safety at Work etc. Act 1974. 	<ul style="list-style-type: none"> Working within a school environment. Working in accordance with school policy and procedures. Promoting pupils' welfare and education.
Knowledge and skills	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> Basic ICT skills. Good English and maths skills. 	<ul style="list-style-type: none"> A grasp of, and be able to implement, statutory requirements pertaining to education, e.g. relating to safeguarding principles. An Understanding of COSHH An Understanding of Risk Assessments
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> The ability to work independently and as part of a team. A positive attitude to work. An enhanced DBS certificate and barred list check. A good attendance and punctuality record. 	

	<ul style="list-style-type: none"> • Excellent time management and organisational skills. • High expectations of self and professional standards. • The ability to maintain positive and successful working relationships with all school stakeholders (parents, community, children and staff). • Flexible and adaptable • High levels of drive, energy and integrity. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Able to promote good behaviour consistently. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and be able to successfully prioritise work. 	
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