

## **THE JOHN COLET SCHOOL**

### **JOB DESCRIPTION**

<b>POST:</b>	Caretaker
<b>GRADE:</b>	Range 2
<b>PATTERN:</b>	37 hours per week, 52 weeks per year
<b>RESPONSIBLE TO:</b>	Facilities Manager

#### **Duties and Responsibilities:**

To be part of the team responsible for the caretaking, cleaning, security and maintenance of the school site.

#### **Health and Safety**

1. To be part of the team responsible for the caretaking, cleaning, security, and maintenance of the site.
2. To support the Health and Safety representative with the school's Health and Safety policy.
3. To ensure all duties are carried out according to the school's Health and Safety policy, undertaking risk assessments where appropriate.
4. To assist the Facilities Manager to ensure that contractors are working to appropriate health and safety standards.
5. To be aware of the school's emergency response procedure.
6. To successfully complete health and safety courses as directed by the Facilities Manager and Head of Finance and Business.
7. To carry out health and safety checks in line with current legislations.

#### **Security**

1. To monitor the CCTV school surveillance system.
2. To be a named key holder and to be responsible for the safe and secure opening and closing of the premises and site.
3. To respond to alarm and emergency calls outside of core hours.

#### **Building, Plant and Site Maintenance/Repair and Grounds Maintenance**

1. To assist with the maintenance and management of repairs ensuring that they are carried out as soon as reasonable practical and with minimal disruption to the working of the school.
2. To carry out emergency repairs and cleaning as required.
3. Ensure that maintenance tasks are placed onto the computer based help desk system.
4. Complete repairs received on the computer based help desk system in a prompt manner, ensuring updates on progression are provided.

5. To assist the Facilities Manager in monitoring the quality of work carried out by the external grounds maintenance contractor.
6. To assist with obtaining quotes and supplies under the direction of the Facilities Manager.
7. To liaise with external contractors

### **Cleaning**

1. To replenish hygiene areas as and when required.
2. To carry out the cleaning of door entrances, yards, paths and gullies including the removal of graffiti.
3. To carry out the clearing of all external areas including the sports field, of litter, leaves and general debris, including the emptying of litter bins.
4. To assist with other cleaning duties (window cleaning, deep cleaning, etc), as directed by the Facilities Manager when required.
5. To assist the Facilities Manager in overseeing the performance of external cleaning contractors and dealing with matters of concern.

### **Assemblies, School Events and Lettings**

1. To set up and clear away as required, furniture and equipment for assemblies, examinations, school events and lettings.
2. To be part of the site team rota to cover lettings at week-ends and during school holidays.
3. To liaise with individuals/organisations letting the site and ensure that they are aware of the action to be taken in the event of an emergency.
4. To ensure that premises staff positively promote the school at all times when dealing with the public.
5. To remain contactable during all school events and lettings by the two way radio and site team mobile phone.
6. To provide a portage service as required.
7. To ensure equipment and furniture is set up and/or cleared away and/or delivered to agreed locations within the site as requested.

### **Transport**

1. To assist with the maintenance of the school minibuses.

### **General**

1. To wear the site uniform (black boots, trousers, polo shirt, fleece) provided by the school.
2. To provide the above service within core and additional hours, including during letting periods and during emergency callout situations.
3. To undertake other work of an appropriate nature and in the interests of the school as directed by the Facilities Manager, Head of Finance and Business or Head teacher.

4. To liaise closely with other members of the site team in order to provide a high-level of customer service.
5. To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
6. To participate in the school's appraisal system.
7. To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.

### **Work Pattern**

1. The role operates within a team structure and will consist of a 37 hour working week. The Caretaker will be working on a shift pattern from early shifts (6:30 -14:30) to late shifts (14:00 – 22:00), including a 30 minute unpaid break.
2. There will be a requirement for overtime working at the weekends which is shared with other members of the site team. This will be paid at the appropriate overtime rate and is an expected part of the role.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**April 2018**