



Holdbrook Primary School and Nursery

Job Description

School Caretaker

Pay Grade/ Hourly Rate – H2 – H5 (35 hours a week, full time)

Location: Holdbrook Primary School

Purpose of the Role: To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed

Responsibilities:

- Ensure that buildings, site and resources are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
- Keep records relating to maintenance and security
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake general portage duties including moving furniture and equipment within school
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Receive deliveries to the school site
- Collect and assemble waste for collection.
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
- Responsible for regular maintenance checks and follow-up actions

Individuals in this role may also undertake some or all of the following:

- Periodic cleaning of designated areas of the school building and grounds according to instructions
- Basic Garden maintenance
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site
- Act as school contact in relation to premises related contractors
- Organise testing for asbestos and other health and safety procedures.

Knowledge	Competencies
NVQ level 2 (or equivalent)	Communication (written and verbal)
	Listening

Level 1 Safeguarding / Awareness of keeping children safe	Team working
Awareness of Control of Substances Hazardous to Health (COSHH)	Monitoring
Awareness of Health and Safety at Work	Customer Service
Knowledge of legionella and asbestos testing	Flexibility
Understanding of the Schools Ethos, Vision and Values	
Manual Handling	

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.