

## Caretaker Job Description

**Grade: H2**

**Hours: 16 hours per week – term time only, Monday to Friday (3pm – 6:10pm)**

### **Main purpose**

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

### **Key responsibilities**

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

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

1. Periodic cleaning of designated areas of the school building and grounds according to instructions.
2. Assist with the maintenance of specialised equipment following training, for example sports/ theatrical equipment.
3. Undertake lettings and carry out associated tasks, in line with local agreements.
4. Act as a designated key holder, providing emergency access to the school site.
5. Act as school contact in relation to premises related contractors.
6. Organise testing for asbestos and other health and safety procedures.

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you by the Head Teacher or Business Manager.

### **Knowledge, Skills & Abilities**

- Skills and experience equivalent to national qualifications at level 2. Knowledge of a range of maintenance tasks.
- Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs.
- Manual dexterity in operating equipment and minor repair work.

### **Supervision**

- Follows predetermined cleaning procedures and standards; makes decisions in relation to task allocation, supplies required; escalates serious issues to senior staff.
- May demonstrate cleaning duties to new or less experienced staff.

*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.**

## **Leadership structure**

Headteacher			
Business Manager			
Admin Team	Catering Manager	Site Manager	ASC and BC team
Senior Administrator and Attendance Officer  Admin Assistant	Kitchen Team  MSA Team	Caretaker	ASC and BC Assistants

## **Line Management Responsibility**

Site Manager
Caretaker

I confirm my acceptance to the job description above:

Signed:

Date: