



# BROOKLAND INFANT AND NURSERY SCHOOL

Job Description

## Caretaker

Location – Brookland Infant and Nursery School (Brookland Federation)

Pay Grade: H4-H5

Purpose of the Role: To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment

### Responsibilities:

- Ensure that buildings, site and resources are secure, including during out of school hours and take remedial action if required
- Act as the designated key holder for the school premises
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site and cleaning duties
- Arrange emergency repairs
- Arrange regular maintenance and safety checks
- Manage the school's maintenance requirements to support a regular and cost effective maintenance programme
- Responsible for contractors whilst on site, checking that work is completed to required standards and within required timescales and co-ordinate projects where appropriate
- Monitor stock and order supplies and purchase premises related equipment within agreed budget
- Arrange quotes where necessary in conjunction with Finance & Premises Manager
- Undertake general portage duties, including moving furniture and equipment within the school
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Monitor the cleanliness and safety around the school
- Manage the cleaning and other site staff.
- Work with Senior Leaders to complete risk assessments and ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella
- Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
- Facilitate lettings and carry out associated tasks, in line with local agreements
- Handle small amounts of cash for the purchase of materials to carry out repairs
- Liaise with other school staff on premises issues and with the Junior School on site issues
- Assist in the monitoring of utility usage and suggest actions to reduce expenditure where appropriate
- Daily and periodic cleaning of designated areas of the school building and grounds according to a schedule of work (including windows)
- Liaise with the Headteacher and Finance and Admin Manager to develop maintain and review the Asset Management Plan (AMP) to provide a costed, prioritized, rolling program of repairs and maintenance work



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<b>Knowledge</b> NVQ level 2 (or equivalent) Minor DIY repairs and maintenance Level 1 Safeguarding / Awareness of keeping children safe Awareness of Control of Substances Hazardous to Health (COSHH) Working knowledge of Health and Safety at Work Working knowledge of policies and procedures Knowledge of legionella and asbestos testing Understanding of the Schools Ethos, Vision and Values Manual Handling	<b>Competencies</b> Communication (written and verbal) Listening Team working Monitoring Planning and organising Flexibility Customer Service
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*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.*

Postholder	Headteacher:	Date:
Signed:	Signed:	