

Role: Caretaker/Site Assistant

Pay: £15 per hour

Working pattern: 6 hours per week during term time plus additional days during school holidays (estimate six per year) to be paid as casual hours.

Flexibility over day or days, to be agreed with the school

Contract: Fixed term in the first instance, to be reviewed after 12 months

Main purpose

To be responsible for the maintenance, cleanliness and security of the school premises and site, ensuring a safe environment.

Key responsibilities

1. Ensure that buildings and the site are secure, including during out of school hours, and take remedial action if required.
2. Undertake weekly site walk, including monitoring of site perimeter security
3. 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.
4. Undertake minor repairs (i.e., not requiring qualified craftsperson) and be responsible for general buildings and site maintenance.
5. Litter picking and leaf clearance
6. Arrange contractors for other R&M works/safety checks and arrange emergency repairs; oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
7. Operate and regularly check heating system.
8. Be responsible for pond maintenance (training provided)
9. Undertake general portorage duties, including moving furniture and equipment within the school.
10. Monitor materials and stock and arrange for order of caretaking and cleaning supplies.
11. Monitor the work of the cleaning contract staff.
12. Be responsible for weekly cleaning of the school offices
13. 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.
14. Act as a designated key holder, occasionally providing out of hours and emergency access to the school site

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

- Facilitate lettings and carry out associated tasks, in line with local agreements

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.

Job Context

- The smooth running of the school depends on the site being tidy, safe and secure for our pupils, staff, visitors and other users. The site is used for curriculum activities and for community purposes by external hirers.
- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed, decides on whether to undertake minor repairs or whether to call in contractors and suppliers.
- Regular checking of systems such as heating; H&S compliance checks, e.g. weekly fire checks, monthly water and emergency light testing.
- Organisation of emergency repairs or maintenance.
- Exchange of information with school staff and external contractors (for repairs and maintenance).

Knowledge, Skills & Abilities

- Knowledge and skills in basic carpentry, plumbing, painting and decorating
- Knowledge of policies and procedures for security, health and safety, minor repairs & maintenance, supervision of contract cleaning staff.
- Manual dexterity in operating equipment and minor repair work.
- Attention to detail, to ensure quality workmanship

Supervision

- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed, decides on whether to undertake minor repairs prioritisation and selection of contractors and suppliers.
- Supervisory responsibility for the work of contractors whilst on site.
- Reports to Headteacher and/or School Business Manager.

Problems, Demands & Decisions

- Regular checking of systems such as heating and security. Organisation of emergency repairs or maintenance.
- Decisions on planned maintenance.
- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed, decides on whether to undertake minor repairs prioritisation and selection of contractors and suppliers.

Physical Effort

- Requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving or lifting furniture.

Working Environment

- Indoor and outdoor work; cleaning, minor repairs in toilet areas; dealing with spillages, waste collection.