



The Knights Templar School

TITLE OF JOB : **CARETAKER**
LOCATION : **SCHOOL PREMISES**
GRADE : **H4**

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To provide a clean, safe and functional environment for users of the school buildings and grounds.

1 b) MAIN AREAS OF RESPONSIBILITY

General caretaking tasks

- Setting up chairs and tables for assemblies and lunchtimes and other school events.
- Distributing washroom accessories – toilet rolls, towels, soap etc.
- General portage around the school site of postal/courier deliveries and school equipment as required.
- Supporting the un-locking and locking procedures at the beginning and end of the school day.
- Emptying, on a regular basis, all outside litter bins.
- Carrying out minor repairs to property, fixtures, fittings, furniture, equipment and lockers.
- Carrying out emergency cleaning measures which may arise from spillages, storms, pupil sickness, blocked toilets and sinks, break-ins, vandalism, including the removal of graffiti. (Please note that daily, routine cleaning is carried out by the school's contract cleaners).
- Clearance of snow and ice from the school site during periods of bad weather.
- Support the managing of out-of-hours lettings, involving locking and unlocking of school buildings and being on standby to support the hirer as required (paid as overtime).
- To understand the operation and setting of the school's intruder and fire alarm systems.
- Use of low-risk power tools (e.g. power drill) for minor repairs and fixings.
- To contribute to various minor building, plumbing, refurbishment and decorating projects around the school.
- Working at height (ladder usage) and manual handling/lifting in accordance with school risk assessments. Suitable training will be provided.
- Managing Legionella risks through regular flushing of water pipes and taps.
- Grounds maintenance tasks including grass cutting.
- To access the computerised "job card" system which logs and schedules repairs and maintenance jobs raised by school staff.
- Other site management related tasks as requested by the Site Manager.
- Supervising the school lunch queue each day along with other Site Team members.
- Driving of school minibuses as required (suitable training to be provided).
- To provide support to the Site Manager in ensuring health and safety compliance of the school site evidenced by up-to-date compliance certificates (e.g. gas safety certificates).
- To be a member of the school Fire Warden team and support the school's emergency evacuation and lockdown procedures.
- Use of the school's tower scaffold to work at height (suitable training to be provided).
- To be willing to train as a school First Aider, as required.

1 c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

1 e) CRIMINAL RECORDS BUREAU

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 Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**** 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.**

2. SUPERVISION

The jobholder will report to the Site Manager.

3. JOB CONTEXT

The job holder will be responsible for organising and performing the work allocated. Considerable initiative is required to deal with the constantly changing and unpredictable needs of the school. The job holder must be prepared to carry out basic cleaning duties if required for the safe, smooth running of the school.

4. CONTACTS

- School Business Manager and Site Manager
- Teaching and support staff
- Pupils and visitors (including parents)
- Contractors including cleaning, kitchen and sports centre staff

5. KNOWLEDGE, EXPERIENCE AND TRAINING

- Premises management, handyman and/or building trade skills (e.g. plumbing, electrics, carpentry etc.) are advantageous but not essential.
- Flexibility and sensitivity to the needs of a wide range of users of the school.
- Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post.

6. PROBLEMS AND DECISIONS

The jobholder will be responsible for maintaining a clean, safe and orderly school site within the Site Team's duties/responsibilities outlined above but should also alert the Site Manager to faults, breakages and other issues that require specialist attention.

7. PHYSICAL EFFORT

Manual handling and lifting in accordance with school risk assessments is required.

The school site is large with a separate sports centre across Weston Way meaning the working day involves much walking.

8. WORKING ENVIRONMENT

Some work may need to be done outside, e.g. repairs and security checks. On occasions this can be during bad weather conditions.

School premises are used extensively during evenings and weekends for school activities and by outside hirers which may give rise to the need for additional working hours.