

TEWIN COWPER CE PRIMARY SCHOOL VA

Job title: Caretaker



Name:

Grade: H3 - H4 depending upon experience

5 hours minimum per week during term and school holiday periods.

Purpose of the Role: To be responsible for the maintenance and security of the school premises and grounds, ensuring a safe environment for all on-site personnel.

Responsibilities:

- Ensure that the buildings, site and resources are secure, including the unlocking and locking of school premises at pre-agreed times
- Act as the designated key holder for the school premises, responding to fire alarm call-outs as necessary
- 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
- Arrange regular maintenance, safety checks and emergency repairs with contractors
- Oversee maintenance contractors, checking that work is completed to required standards and within required timescales
- Monitor stock and order supplies
- Undertake general portage duties, including moving furniture and equipment within the school
- Perform duties in line with health and safety regulations and take action where hazards are identified, reporting serious hazards to the headteacher
- Undertake regular health and safety checks of buildings, grounds, fixtures, fittings and equipment, including compliance with fire safety regulations
- Monitor the work of contract cleaning staff and liaise with their management where necessary
- Work with Senior Leaders to complete risk assessments and ensure compliance with all health and safety requirements for example COSHH, ladder, asbestos, fire, legionella
- Maintain and support the operations and management of the school swimming pool

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
- Basic garden maintenance
- Periodic cleaning of designated areas of the premises and grounds as instructed

TEWIN COWPER CE PRIMARY SCHOOL VA

Job title: Caretaker

Knowledge Willing to complete relevant professional training Minor DIY repairs and maintenance Level 1 Safeguarding / Awareness of keeping children safe (willingness to engage) Awareness of Control of Substances Hazardous to Health (COSHH) Working knowledge of the Health and Safety at Work Act Working knowledge of policies and procedures Knowledge of legionella and asbestos testing and fire regulations Understanding of the Schools Ethos, Vision and Values Manual Handling Willingness to complete a level 3 Pool operator course should funding for this be secured	Competencies Communication (written and verbal) Listening Team working Monitoring Planning and organising Flexibility Customer Service
--	--

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.