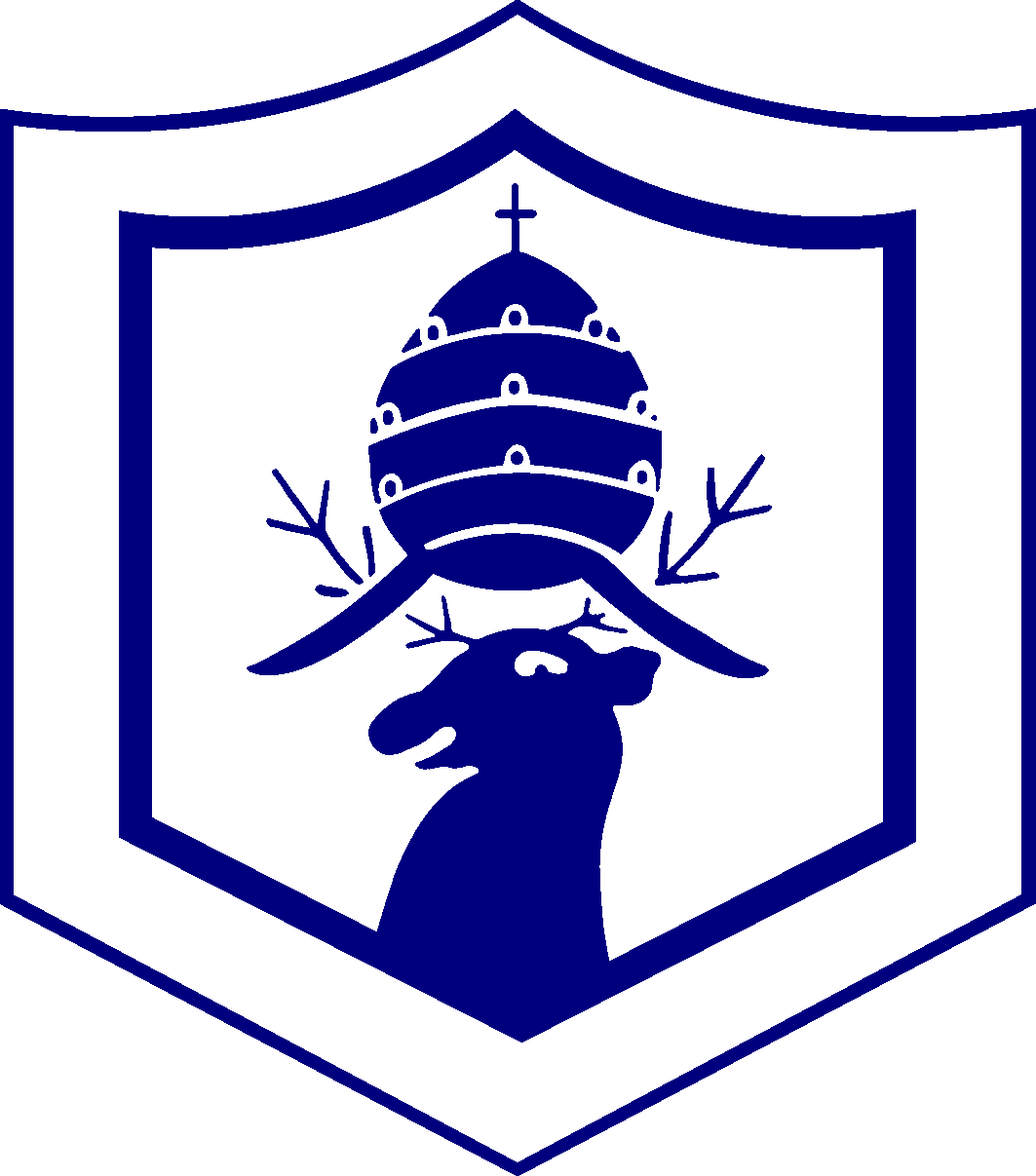
**POPE PAUL CATHOLIC PRIMARY SCHOOL** 



***Headteacher Mrs E Heymoz B Ed (Hons)***

Baker Street, Potters Bar, Hertfordshire EN6 2ES Telephone 01707 659755

E-mail: admin@popepaul.herts.

Website: www.popepaul.herts.sch.uk

**Caretaker Job Description**

**Pay Grade: H3**

**Hours negotiable up to 25 hours a week**

**Annual Leave Entitlement: 22 days per annum**

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 craftsperson) and maintenance of the buildings and site and cleaning duties
* Arrange emergency repairs
* Arrange regular maintenance and safety checks
* Oversee onsite 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 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 work of and manage cleaning and other site staff.
* Undertakes some external and internal redecoration to an agreed programme, including during the school holidays

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
* Handle small amounts of cash for the purchase of materials to carry out repairs.

Line Manager: Mrs Carol Lennox Office Manager

*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.*