

Mount Pleasant Lane JMI & Nursery School



'Limitless Learning, Friendship and Fun'

JOB TITLE: Caretaker
GRADE: H3
HOURS: Full-time, 37 – 37.5 hours per week, single shift
REPORTING TO: Headteacher, School Business Manager

Mount Pleasant Lane Primary School is committed to providing equal opportunities to all children and adults connected with the school. There is zero tolerance of statements or actions that are discriminatory towards any group or individual because of their race, religion, gender, sexuality, age, background or any disability they may have. Discriminatory actions within the school will not be tolerated.

Every member of staff at MPL School has the responsibility to make a positive impact on children's learning and wellbeing. Each person is required to understand their contribution in working towards and supporting the overall vision, aims and ethos of the school

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 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.
- 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 staff standards.
- Work with School Business Manager and other staff members to complete risk assessments and ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
- Additional hours for lettings and school events may be required some evenings and weekends, paid as overtime.

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

- Ensure the operation and maintenance of specialised equipment following training, for example, sports 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.

Equalities

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop
- Ensure that the school is physically accessible to adults and children with disabilities
- Work with the Inclusion Coordinator (SENDSCO) and Headteacher to ensure that children and adults with disabilities have access to learning and information as required.

Organisation Chart

Headteacher
School Business Manager
Caretaker

Additional Information

- The postholder 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 appraisal and development as required by the school’s policies and procedures.

**** 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.**

<p>Knowledge</p> <ul style="list-style-type: none"> • 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 school’s ethos, vision and values • Manual Handling <p><i>Note – training will be provided.</i></p>	<p>Competencies</p> <ul style="list-style-type: none"> • Communication (written and verbal) • IT skills • 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.

Headteacher	Name:	Signature:	Date:
Postholder	Name:	Signature:	Date: