

BEAUMONT SCHOOL

JOB DESCRIPTION



Post: Caretaker (H3)
37 hours per week

Responsible to: Site Supervisor/Deputy Site Supervisor

OVERALL RESPONSIBILITY

To contribute to the smooth running of the school by carrying out day to day maintenance, overseeing lettings on the school site, ensuring the security of the school and the cleanliness of allocated areas.

TASKS:

The tasks currently associated with the job are:-

- To act as a designated key holder and ensure safe custody of keys issued
- Ensure the school's buildings are opened and closed at the appropriate times and safe access/egress from the school site is maintained at all times. This will include ensuring the security of the school premises and grounds by locking doors/gates, setting of alarms, closing of windows etc.
- Set up for events/meetings/lettings as necessary and prepare the premises for use, i.e. lighting, heating and the setting out of furniture/equipment whilst ensuring due regard to health and safety
- Brief the designated person in charge of the letting on the features of the building e.g. lights/toilets and also the procedures in the event of an emergency, e.g. fire exits.
- Clear and clean up at the end of meetings and/or lets and prepare the areas for normal use.
- Carry out cleaning duties in designated areas which will include keeping the staff room kitchen area and the appliances therein clean.
- Liaison with the school's contract cleaners
- Daily replenishing of stocks of washroom consumables and ensuring that the site is in good order including cleanliness.
- Outdoor litter clearance, emptying outside bins and sweeping to ensure a clean and tidy site
- Deliver/move parcels and packages to appropriate departments/personnel
- To gain knowledge of the use and location of the school's plant/equipment, utility intakes and meters, alarm system, fuse boards, stopcocks, CCTV etc.
- Carry out handyperson duties which will include daily routine maintenance tasks, minor DIY works e.g. minor repairs to furniture and fixtures, basic decorating tasks, basic plumbing repairs etc.
- Report to the Site Supervisor any damage or faults to the buildings or fixtures and fittings and carry out temporary repairs or actions to make safe.
- Maintain the asbestos log and ensure H&S practices are being followed.
- To drive the school minibus when required to transport students and items. The post holder must hold a clean driving licence with D1 entitlement.
- To carry out weekly minibus checks and maintains the vehicle record sheets.
- Ensure procedures are followed in the event of an emergency situation e.g. fire evacuation
- Maintain a visible presence whilst on duty and remain contactable via the school's designated mobile phone
- To build and maintain good working relationships with staff and users of the school site
- To carry out other tasks as designated by the Site Supervisor or Deputy Supervisor.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

March 2018