



## Job Description

**JOB TITLE:** Caretaker/Site Manager

**RESPONSIBLE TO:** Headteacher

**JOB PURPOSE:**

To be responsible for the effective and efficient management of the school premises and grounds.  
To manage cleaning team and monitor the work of external contractors on site.

**KEY TASKS:**

**Security**

1. Maintain the security of school premises by opening/closing entrances, securing the building and dealing with any potential security breaches.
2. Arrange for regular security checks and risk assessments to be undertaken and advise on how risks can be minimised.
3. Manage maintenance, security and facilities systems on school premises.
4. Manage fire safety equipment, provision and scheduling fire drills.
5. Liaise as appropriate, with external agencies such as police, fire brigade, general contractors, etc.
6. Provide access to the school site outside normal school hours as required.

**Maintenance**

1. Organise and carry out various maintenance and cleaning duties along with general repairs to ensure the upkeep, safety and maintenance of the premises.
2. Emergency spot cleaning for premises and grounds as required.
3. Organise and carry out minor decoration programmes as agreed with the Headteacher.
4. Organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc as agreed with the Headteacher.
5. Organise service and maintenance tenders/quotes in conjunction with the School Finance Manager.
6. Monitor the performance of service/maintenance contractors and undertake regular site inspections.
7. Be responsible for the efficient management of waste disposal.
8. Ensure that water, lighting and heating/cooling systems are maintained and operated.
9. Ensure that all appropriate health and safety checks are completed and documentation maintained e.g. fire alarms, legionella testing etc.
10. Undertake budget monitoring and prepare costed plans for repairs/maintenance and building activities as required. Working within the set budget for the ordering of general cleaning supplies.
11. To assist the Headteacher and School Finance Manager with obtaining tenders and quotes.
12. Have general overview for the aesthetic appearance of the school site and liaise with grounds maintenance contractors to ensure necessary maintenance tasks are carried out. Responsible for minor gardening tasks.
13. To carry out regular H&S inspections and Risk Assessments on his/her own and with a member of the Governing Body.

**Resources**

1. To contribute towards the development planning for the school premises and site.
2. Maintain records, information and data as appropriate.
3. Undertake safety audits of the premises including risk assessments.

4. Ensure lights and other pieces of equipment are in good functional order and switched off as appropriate.

**Organisation & Supervision**

1. Ensure satisfactory distribution, collection and dispatch of goods to and from the school to include portage duties.
2. Organise and participate in the movement of furniture such as chairs and sports equipment etc.
3. Direct /supervise cleaning and other site staff, ensuring that cleaning is in accordance with specification and that the buildings are clean and ready each day for pupil use. Lead training, where appropriate.

**STANDARD DUTIES:**

1. To be aware of and to comply with policies and procedures relating to child protection, health and safety, security, environment and confidentiality, reporting all concerns to an appropriate person.
2. Promote and ensure the health and safety of pupils, staff and visitors at all times.
3. To participate in self-improvement in performance through workplace development/training.
4. To attend relevant meetings as required by the school, to include those requested by the Governing Body.
5. To treat all users of the school with courtesy and consideration and present a positive personal image, which will contribute to a welcoming school environment.
6. To actively promote the schools equalities policy in the workplace and in service delivery.
7. To undertake any additional duties commensurate with the grade of the post.

**CONTACTS:**

Pupils, staff, contractors, and visitors to the school.

**RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT:**

Responsible to: Headteacher

**SPECIAL CONDITIONS:**

Disclosure and Barring Service Check Required – Enhanced