

**St John’s C of E Primary School**

**Hertford Road, Digswell, Welwyn, Herts AL6 0BX**

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**Job Description – Caretaker**

**Job Title:** Caretaker

**Line Manager:** Office Manager

**Pay Grade:** H2

**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 regular maintenance and safety checks

➢ 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.

➢ Work with Senior Leaders 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

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/theatrical equipment

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| **Knowledge**   |  | | --- | | 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 Schools Ethos, Vision and Values  Manual Handling | | **Competencies**   |  | | --- | | Communication (written and verbal)  Listening  Team working  Monitoring  Planning and organising  Flexibility  Customer Service | |

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.

This job description will be reviewed at least annually as part of your Performance Appraisal programme.