

The Reddings Primary and Nursery School



TITLE OF JOB: School Caretaker

REPORTS TO: Head Teacher

SALARY: H3-H5 (£19,650-£21,269)

HOURS: 37 hours per week (52 weeks per year)

DATE: November 2022

PURPOSE OF JOB

To maintain the cleanliness of the grounds and buildings and ensure the safety and security of the school and grounds at all times.

You are accountable to the Head Teacher and Governors.

The post holder has a responsibility to actively implement the school's commitment to the safety and welfare of children / young people.

Main Duties

- Maintaining the security of the schools' buildings and grounds, unlocking and locking the building
- Operation and testing the fire alarm system
- Cleaning duties
- General building and site maintenance, cleanliness and tidiness.
- Undertaking checks and tests, in line with statutory guidance and Hertfordshire policies and procedures inc. the management of asbestos
- To work in line with the school's risk assessments
- Operation of the school's heating plant
- Waste/ recycling management
- Liaison with contractors as required
- Carry out general repairs and maintenance

- Stocktaking and reordering of cleaning material
- General portorage duties, including the movement of furniture and equipment within the school
- Ensure the site is safe and clean for all stakeholders
- Updating school records
- Ability to work on own initiative and identify areas of risk or requiring repairs across the site
- Be a designated key holder of the school for emergency call outs
- Monitoring gas, electricity and water usage
- Be aware of Health and Safety and COSHH regulations
- Adhere to and be an advocate of the schools Health and safety Policy
- Attend/Complete relevant statutory training

This list is not exhaustive and may be reviewed from time to time as the needs of the school change and the role develops.

DBS

An enhanced DBS Check will be required for this role.

Disclosure Barring Service

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 Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

We are willing to offer support to the right candidate in any areas for development in the short term but would expect the right candidate to be a quick and focused learner.

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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 arise from time to time.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns

to an appropriate person. You are required to be aware of the Risk Audit for the administration and medical bays and to participate in its regular review. You are also responsible for reporting hazards that come to your attention.

Pupils and Adults

In all your direct and indirect dealings with pupils and adults you are expected to deal sensitively and appropriately with them, if necessary referring problems to other relevant staff. You will be required to read and understand the school's Safeguarding and Child Protection Policy ahead of your appointment. Safeguarding is an important part in the life of a school and all staff are responsible for its effectiveness.

Confidentiality

You are required to observe strict confidentiality in relation to all matters, observing practices in relation to computing, photocopying and filing which protect the interests of the school and individual members of the school community.

Equal Opportunities

In all your dealings with children, with other staff and with parents and visitors, you are expected to conform to the school's equal opportunities policies.