CARETAKER

Grade: C £15621-£17,583pa

Hrs: 22.22

Job Title: School Caretaker

Job Purpose: To provide a caretaking, porterage and routine maintenance service to meet the needs of the school (to include buildings, grounds, material and equipment) so that optimum use can be made of them for school and community purposes.

Objectives:
- To ensure high standards of cleanliness and operational effectiveness and compliance with Health and Safety requirements.
- To carry out routine tasks on each shift as well as additional tasks as directed by the Estates Manager and/or the Senior Caretaker.

Areas of Prime Responsibility:
- Perform a range of caretaking duties to include routine and emergency maintenance of the school buildings.
- Proactive identification and completion of work required on the estate.
- Facilitation of Community Activities.

Key Tasks:
- To complete the daily schedule of activities given by the Senior Caretaker.
- To assist the Senior Caretaker or work unsupervised to carry out horticultural and grounds maintenance operations as required using the appropriate tools and machinery.
- To carry out cleaning as required.
- To organise or carry out any emergency repairs to the buildings to ensure the safety of the users of the site.
- To assist with internal and external improvements and redecoration as required.
- To carry out daily maintenance and cleaning of all plant and equipment in connection with grounds or other work.
- To be a key holder and to arrange access to the site for contractors and other authorised persons at all reasonable times as agreed between the Leadership Team and the Senior Site Manager and to be listed as an ‘on call’ contact (for emergencies).
- To direct workmen and contractors to the site of repair and maintenance work and verify that contractors have attended and have completed the task.
- To arrange and/or carry out the movement of goods, furniture and equipment within the site and to assist with the checking-off, storing and distribution of items delivered to site.
- To ensure the school grounds remain tidy by daily removal of litter.
- To be available to facilitate Community lettings and functions as required by the Senior Site Manager.
- To wear protective clothing/work wear and safety shoes provided by the school in line with the Health and Safety Policy. To be aware and be familiar with the Health and Safety Policy of the School, and processes associated with this.
- To take part in the annual Performance and Planning review process.
- To attend meetings and training as necessary.
- To maintain good levels of communication by use of mobile ‘phone and walkie-talkie radios to comply with Health and Safety Policy and Lone Worker Policy.
- To carry out PAT testing as required around site once trained and qualified.