

J O B D E S C R I P T I O N

Job Title: Caretaker/Maintenance Person

Grade: E 1-6 depending on experience

Hours: 25 hours per week

Responsible to: Headteacher, Senior Leadership Team

Direct Supervisory Responsibility: Cleaning Staff

Indirect Supervisory Responsibility: None

Important functional relationships: Internal: Headteacher, Leadership Team, Admin Team, Staff, Pupils.

External: Suppliers of goods and services, cleaning and grounds maintenance teams, parents, visitors to the academy.

MAIN PURPOSE OF JOB

- To undertake general maintenance of the academy building and grounds and to assist in maintaining security.
- To carry out daily health and safety checks to ensure the safety of the grounds and premises.
- To work under the instruction of the Headteacher to develop the visual impact of the school grounds.

MAIN DUTIES AND RESPONSIBILITIES

1. To complete adhoc maintenance, upkeep and minor refurbishment of premises fixtures and fittings, as and when required and report any damage to the Headteacher.
2. Identify and report building, furniture or fitting deficiencies to the Headteacher and undertake remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors.
3. To undertake regular weeding and maintenance of all garden areas on the site and work alongside the gardening contractor as required.
4. As the main key holder, be responsible for the security of the school premises.
5. Be responsible for locking and unlocking the school premises when required and then setting the school's alarm system. Responding to the security alarm or other call outs in accordance with agreed procedures.
6. Undertake a range of handyperson duties (ie those not requiring a qualified craftsman) as directed by the Headteacher, that contribute to the maintenance of the school premises eg remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves, noticeboards etc.
7. Treat car park and playground areas with salt/grit as appropriate.
8. Undertake and record regular checks on play equipment, legionella risk, alarm systems, ladders and fire extinguishers and report any problems arising.

9. Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work.
10. Keep drains and guttering clear of obstruction and ensure that paths and steps are free from leaves, moss and mud.
11. Check trees for broken/overhanging branches that could pose a safety risk.
12. Deal with blocked toilets and drains.
13. Set out/put away furniture when required.
14. Regularly clean designated areas of the school building and grounds according to instructions.
15. Some lifting may be required ie to move furniture etc.
16. To assist the cleaning staff in the collection and removal of all refuse and ensure that the academy buildings and grounds are free of litter and graffiti.
17. To ensure the efficient operation of the heating system and report any faults in order to ensure it remains in good working order.
18. To respond to emergencies when necessary as directed by the Headteacher or Deputy in respect of accident, failure, break in, vandalism or weather.
19. To be aware of and work in accordance with the academy's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
20. To be aware of and adhere to applicable rules, regulations, legislation and procedures eg Equal Opportunities Policy/Code of Conduct and national legislation (Health and Safety, COSHH, Data Protection).
21. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
22. To be responsible for your own continuing self-development, undertaking training as appropriate.
23. To undertake other duties appropriate to the grading of the post as required.
24. To line manage cleaning staff.

HEALTH AND SAFETY

- Comply with the requirements of Health and Safety at Work regulations.
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines.
- Co-operate with the school to ensure that Health and Safety responsibilities are carried out.
- Perform duties in line with Health and Safety and COSH regulations and take action where hazards are identified, reporting serious hazards immediately to the Headteacher or other senior person.
- Monitor usage of fuel, electricity and water and take readings.

RESOURCES

- Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals will be used on a regular basis. Training to be arranged as necessary.
- Have an understanding of how to work the school's systems.

KNOWLEDGE AND SKILLS

- Willingness to undertake training if necessary, probably off site.

SUPERVISION AND MANAGEMENT

- The post holder will often be required to work without direct supervision ie during school holidays, following lone working guidelines as necessary.

KEY CONTACTS AND RELATIONSHIPS

- Daily contact with the Headteacher or other nominated staff.
- Build positive relationships with school staff, responding willingly to reasonable requests for assistance.
- Be prepared to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu eg open evenings and concerts.

CODE OF CONDUCT

Operate in accordance with the school's staff code of conduct.

PERSON SPECIFICATION

Job Title: Caretaker/Maintenance Person

Department: St Ives Infant School

Person specification prepared by: St Ives Infant School, November 2019

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience.	Good standard of practical knowledge, skills and experience of building and grounds maintenance work.	Experience of building and grounds maintenance work in a school/college or similar environment.	Application form. Interview.
Education & Training.		Basic first aid training and qualification. Health & Safety and COSH training. Lifting and manual handling training. Attainment of suitable trade qualification/NVQ level 2 in relevant field.	Application form.
Special Knowledge & Skills.	Organisational skills. Knowledge of building construction and maintenance. Knowledge of Health & Safety regulations.		Interview.
Any Additional Factors.	Physically able to undertake the duties of the role. Ability to attend call-outs if required. Self-motivated and enthusiastic. Team Worker.		Interview.

	<p>Reliable, hardworking, takes pride in own work.</p> <p>Ability to work on own initiative.</p> <p>Ability to communicate at all levels.</p> <p>Practical approach, able to work to tight deadlines.</p> <p>Comfortable with children and young people.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		
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