

BIRCHGROVE PRIMARY SCHOOL

JOB DESCRIPTION - SCHOOL CARETAKER LEVEL 3

Under the instruction/guidance of appropriate senior staff: provide maintenance and security services on school sites and premises.

TASKS

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Undertake specialist cleaning tasks
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Liaise with contractors
- Supervising of other cleaners



Always be the best that you can be

KEY ACTIVITIES – RESOURCES

- To advise on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils staff & visitors at all times

KEY ACTIVITIES –ORGANISATION & SUPERVISORY/MANAGERIAL

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the headteacher

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- To be responsible, in conjunction with the Bursar, for the administration and control of appropriate areas of the budget
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times



Always be the best that you can be

Experience	<ul style="list-style-type: none"> • Handyperson experience • Caretaking/cleaning/site-keeping experience in a school or similar environment
Qualifications/ Training	<ul style="list-style-type: none"> • Willingness to undertake induction training • Good numeracy/literacy skills / GCSE (or equiv) Maths and English • Specific training in specialist area
Knowledge/Skills	<ul style="list-style-type: none"> • Willingness to develop knowledge of use of ICT and other specialist equipment/resources • Working knowledge of relevant polices/codes of practice/legislation • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Knowledge of Health & Safety procedures and precautions • Knowledge of COSHH regulations • Awareness of health and hygiene procedures • Knowledge of moving and handling procedures • Willingness to participate in development and training opportunities • Team-leading skills



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